Expense Assignment System, Version IV (EAS IV) Users Manual
Software Release 3.1

190-05-001

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Introduction

This document provides an overview of the EAS IV 3.1 automated information system (AIS), which operates under an open Military Health System (MHS) standard-based architecture, developed by the Park City Solutions, Inc. (PCS) EAS IV 3.1 Team. It is intended to provide general information on the functionality of EAS IV 3.1. The document provides the basic workflow encountered by most users, providing step by step procedures and screenshots for reference.

Terms and Conventions

Bold	Used for information that is typed, pressed, or selected in executables and instructions. For example, click **OK**.
Italics	Used for file names, directories, scripts, user IDs, document names, and Bibliography references; and any unusual computerese the first time it is used in text.
<u>Underline</u>	Used for emphasis.
Arrows <>	Used to identify keys on the keyboard or any variable to be inserted by the user. For example, <Return>.
"Quotation Marks"	Used to identify windows, drop down menus or boxes. For example, "Online Help Topics" window.
`Courier Font`	Used to denote anything as a screen dump or command lines. For example, `tar xvf dev/rmt/3mm`.
Initial Capitalization	Used to identify keys, screen icons, screen buttons, field, and menu names.

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1   Introduction to EAS

1.1   Introduction

In this section, you will learn about the EAS IV system. The EAS IV automated information system (AIS) is a data repository that provides standardized reporting of financial, personnel, and workload data at the medical treatment facility (MTF) and dental treatment facility (DTF) level.

1.2   In this Section:

This section includes the following topics:

- EAS IV Functions
- Logging onto EAS IV
- Using Online Help

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1.3 EAS IV Functions

In this topic, you will learn about the functions in the EAS IV system. EAS IV enables you to import, validate, adjust, and allocate financial, personnel, and workload data. You can view, print, and save standardized reports generated by EAS IV. Online Help functions, as a user guide can provide information on using EAS IV. Users with appropriate rights can also perform system Administration functions.

EAS IV collects data through automated system interfaces. Systems that interface with EAS IV include the Standard Personnel Management System (SPMS); the Uniform Chart of Accounts Personnel System (UCAPERS); Composite Health Care System (CHCS); Defense Medical Human Resource System Internet (DMHRSi), Ambulatory Data Module (ADM), and Diagnosis-Related Group (DRG) data; Microbased Budget Automated System (MicroBAS); the EAS III personnel subsystem; Standard Finance System (STANFINS); Workload Management System for Nursing (WMSN); and Standard Accounting Reporting System/Field Level (STARS/FL).

The following table lists the EAS IV functions:

Table 1-1. EAS IV Functions

EAS IV Function	Purpose
Pre-Allocation Data (Drop down under Allocation status)	Pre-Allocation allows users to view the status of source data.
System Interfaces	System Interfaces enables users to import financial, personnel, and workload data from external source systems.
Validation (Drop down under the System Interface)	This allows for performing initial checks on imported source data and pre-allocation checks on migrated data based on a set of business rules.
Error Correction Unit (ECU)	ECU enables users to view warnings and errors in data via the centralized web-enabled EAS IV application. Warnings may be overridden, but errors must be corrected.
ECU Download (Also preferred to as Client ECU)	ECU download enables users to view warnings and errors and download them to their desktop. After corrections are completed, the information is uploaded to the web.
Adjustments	Adjustments enable users to adjust migrated financial, personnel, and workload data via the centralized web-enabled EAS IV application.

Adjustments Download (Also referred to Client Adjustments)	Adjustment download enables the users to download migrated financial, personnel, and workload data to their desktop where they can complete adjustments without maintaining a connection to the web application. After adjustments are completed, the information is uploaded to the web application.
Allocation	Allocation enables users to allocate migrated financial, personnel and workload data.
Transmission	Transmission enables users to send allocated data to the EAS IV Repository for reporting purposes.
Reports	Reports enable users to generate standard reports that can be viewed, printed, and saved.
Table Maintenance	Table Maintenance enables users to view and print the modifiable EAS IV tables. Users can also add, update, and delete records in some of these tables.
System Services	System Services enables System Administrators to perform user, group, and system maintenance functions in EAS IV.
Online Help	Online help provides users access to the help window from the EAS IV windows. Users can view context-sensitive information or search for information in the main help window. Online help functions as the user guide.

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1.4   Logging Onto EAS IV

To log on to EAS IV complete the following steps:

1. From the desktop, double-click the **EAS IV Web icon**.

2. In the "EAS IV 3.1 Welcome" window, click **Accept**.

3. In the "EAS IV 3.1 Logon" window, in the "DMIS ID" box, type **your DMIS ID**.

4. In the "EAS IV 3.1 Logon" window, in the "Logon" box, type **your Logon ID**.

5. In the "Password" box, type **your password**.

6. Click **Logon** button.

1.4.1   EAS IV Main Menu Window

After logging on to EAS IV, on the "Pre-Allocated Data Status" screen, the following items appear on the EAS IV 3.1 Main Menu Bar:

- *Allocation Status*

- *System Interfaces*

- *ECU*

- *Adjustment*

- *Allocation*

- *Transmission*

- *Reports*

- *Table Maintenance*

- *System Services*

- *Help*

1.5   Using Online Help

While you are viewing an online help topic, you can still work in an EAS IV window. This capability enables you to refer to relevant online help information while working in another window.

1.5.1   Notes

You may come across a topic in online help that has a note associated with it.

(icon)	Notes:	Notes are accompanied by this icon and provide additional information about topics in online help. Because access rights in the system can vary by Service, notes are also used to indicate Service specific tasks.

1.5.2   Online Help Tips

You may come across a topic in online help that has a note associated with it.

(icon)	Notes:	You may come across a topic in online help that has a tip associated with it. Tips provide helpful hints about topics in online help. Tips are indicated by the following icon:

1.5.3   Accessing Online Help

In this topic, you will be able to use online help in EAS IV 3.1. Online help functions as an electronic user guide that provides information on using EAS IV 3.1. To use online help effectively, you need to know how to access online help and navigate through it.

1.5.4   Procedure

The following information describes the different way to search for the information you are looking for
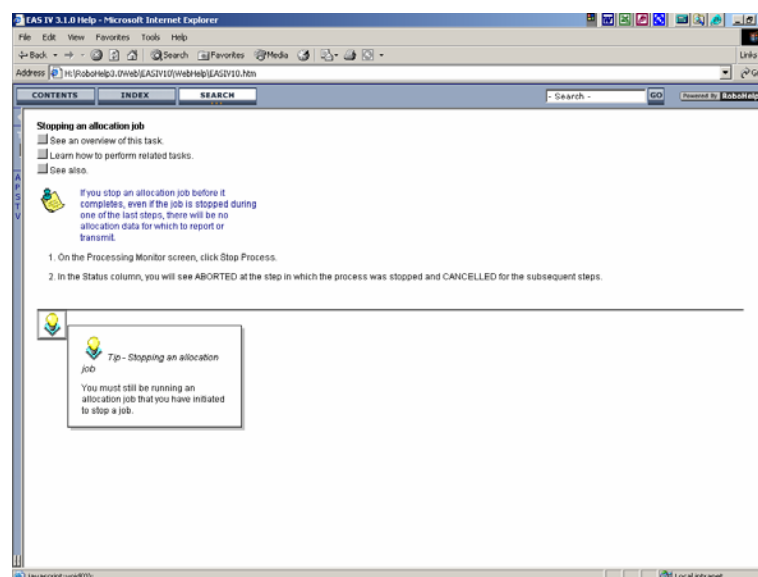
Figure 1-1. Online Help Topics Window

1.5.5 Online Help Topics

Online Help Topics is organized by topic and contains the following types of topics:

- Window overviews—Overviews of each EAS IV window (for example, Adjustments – Browse window overview)

- Screen overviews—Overviews of tabs in EAS IV windows (for example, Adjustments – Browse window – Financial screen overview)

- Task overviews—Overviews of the tasks you can perform in EAS IV (for example, Financial adjustments overview)

- How-to topics—Step-by-step instructions for completing tasks in EAS IV (for example, Adding a financial record)

- Reference and information topics—Additional background information about tasks in EAS IV (for example, Understanding the Direct Expense Accepted Report)

Online Help also contains the following features:

- Glossary of EAS IV acronyms and terms

- Overview of differences between EAS III and EAS IV methods

- Overview of differences between EAS III and EAS IV terms

1.5.6 Navigating in Online Help

Understanding how to navigate through online help will help you find the information you need faster.

A hotspot is an area of text or graphics that is linked to other information. When you click a hotspot, another help window or a smaller popup window that contains a brief description is displayed. Also referred to as a jump, a hotspot is identified by blue underlined or dotted text, or it appears as a button. Your cursor changes to a hand-pointer when it is moved over a hotspot.

1.5.7   Navigation Tools

The following diagram shows a typical online help window with the different navigation tools available:
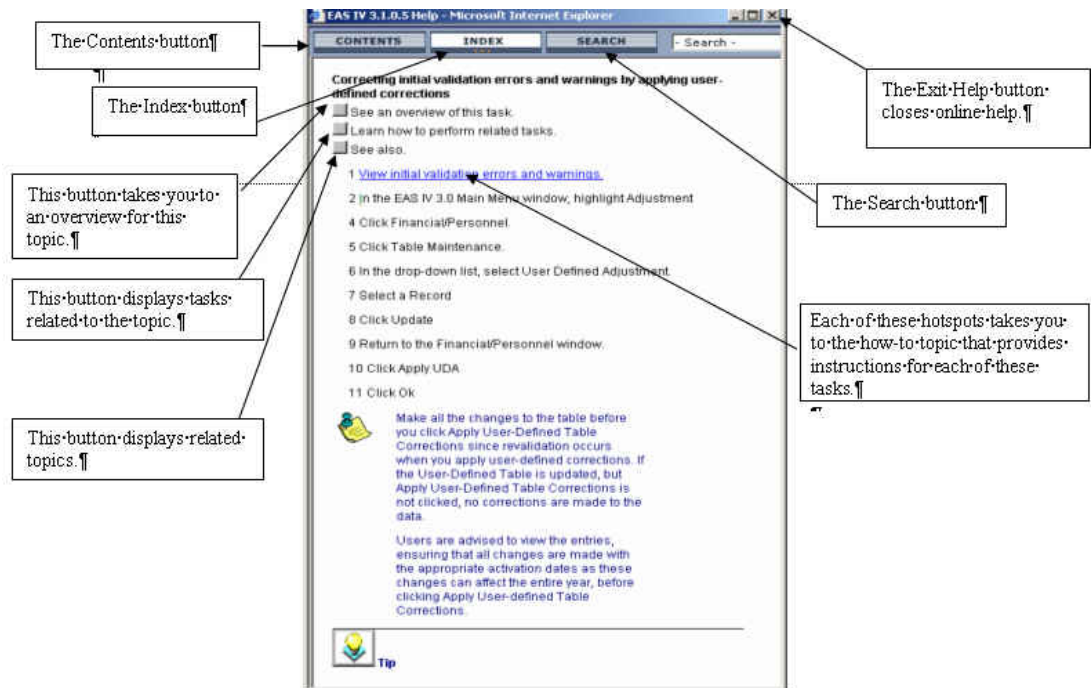
Figure 1-2. Navigation Tools Window

1.5.8   Search Methods

In the main online help window, you have the ability to Search the information you need using three screens: Contents, Index, and Search. Each screen provides you with a specific way to locate the information you need.

The following describes how to access EAS IV online help:

- If want to access online help through the EAS IV Help menu, on the "Help" menu, click **EAS IV Help Topics**.

- If you want to access online help through the EAS IV Help toolbar icon, on the "EAS IV Toolbar", click the **icon**.

- If you want to access online help through the EAS IV Help window icon, in the "EAS IV" window, click the **Help icon** at the bottom of the window.

1.5.9   Using the Contents Button

In this topic, you will be able to use the <u>Contents</u> button. The <u>Contents</u> button is the first of three buttons in the main online help window. It shows help topics by category. The <u>Contents</u> button is a hierarchical overview of online help and is organized by functional area.
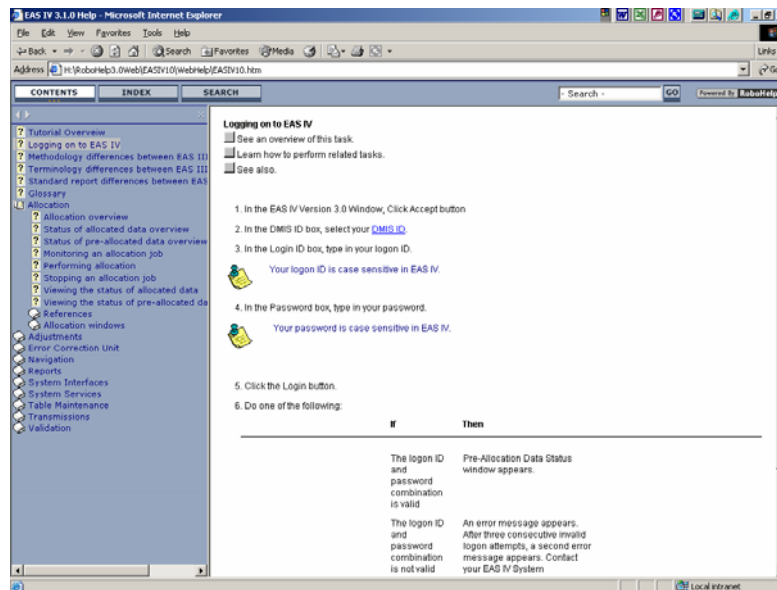
Figure 1-3. Contents Button Window

The <u>Contents</u> button is similar to the table of contents in a book. It helps you navigate through an expandable and collapsible list of subjects to Search the topic you need.

The Contents button uses the following icons:

	Closed Book:	The closed book icon appears beside functional area categories. Double-clicking this icon displays the subcategories and topics related to a functional area.
	Open Book:	The open book icon appears when a closed book is opened. The icon is followed by a list of subcategories and topics. Double-clicking this icon collapses the list.
	Page:	The page icon appears beside online help topics. Double-clicking this icon takes you directly to the online help topic.

You may need to use the Contents button to search for a topic in online help. The Contents button is most useful when you know the functional area and the subcategory in which the topic you are searching for appears.

The following table describes how to Search a topic using the Contents button:

1. In the "Main Online Help" window, click the **Contents** button.

2. On the "Contents" button, double-click **the book that corresponds to the category in which you need help**. The

topic you are searching for is in a subcategory, double-click **the subcategory book in which you need help**. The topic you are searching for is not in a subcategory.

3. Select the topic for which you are searching.

4. Click **Display**.

1.5.10 Using the Index Button

The <u>Index</u> button is the second button in the main online help window. This button enables you to search online help using an index of topics. Keywords are used to search the index. A keyword is a significant word related to or found within a topic (for example, financial record). As in a traditional book index, keywords are listed alphabetically.

1.5.10 Topics Found Window

When you use the index to search, you may Search multiple topics using the same keyword. When this occurs, a "Topics Found" window appears. From this window, you can select the topic you want to view.

You may need to use the Index button to search for a topic in online help. The Index button is most useful when you are searching for help on a specific topic.
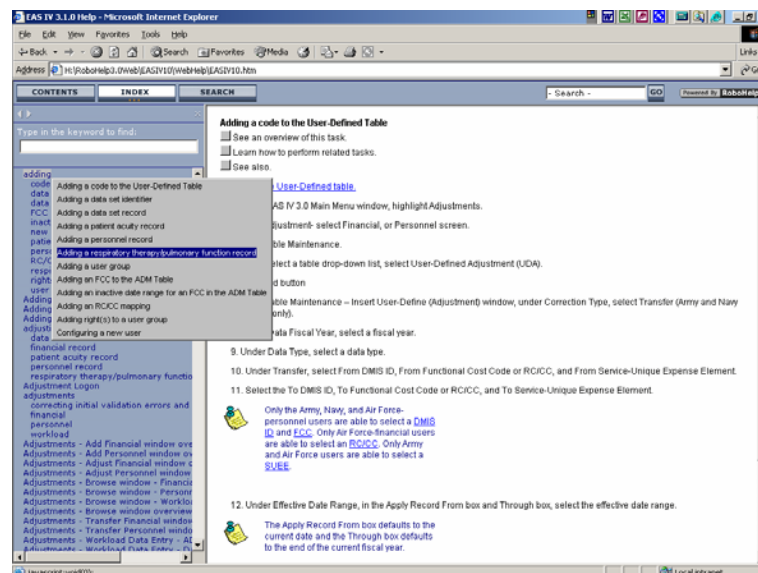
Figure 1-4. Topics Found Window

The following steps describe how to Search a topic using the Index button:

1. In the "Main Online Help" window, click the **Index** button.

2. On the "Index" button, in the "first" box, type **the first few letters of the word for which you are searching**.

3. In the "second" box, select **the item**.

4. Click **Display**.

5. If "Then – The" keyword you selected is associated with more than one topic complete the following:

   a. In the "Topics Found" window, select **the topic**.

   b. Click **Display**.

   c. View the information in online help. The keyword you selected is associated with only one topic.

6. View the information in online help.

1.5.11 Using the Search Button

The <u>Search</u> button is the third button in the main online help window. This button enables you to use a full-text search to Search any word or phrase in online help. When you conduct a full-text search, any topic that contains the word or phrase you are searching for appears.

The <u>Search</u> button can be utilized to search for a topic in online help and it is the most useful, when you need to search for a particular word or phrase that may exist in online help.
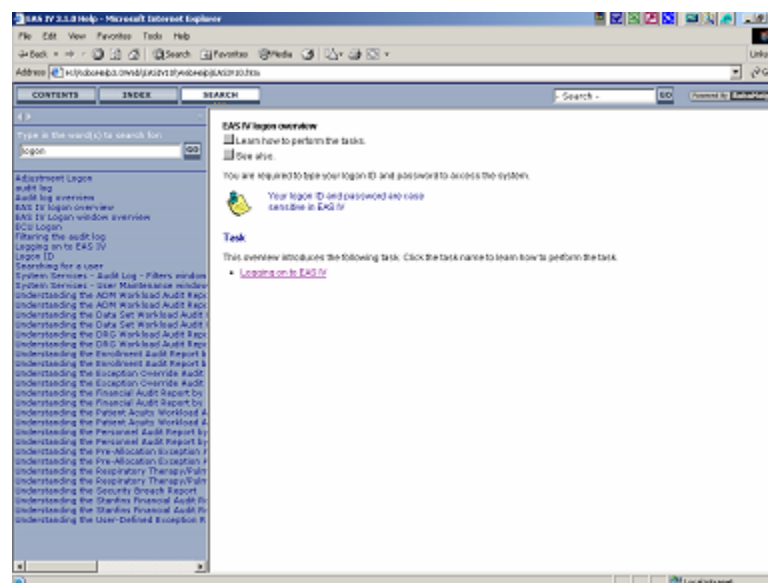
Figure 1-5. Search Window

The first time you access the Search button; you will be prompted to set up the list of words found in online help. You need to follow the prompts only once to complete the setup procedure.

The following steps describe how to search for a topic using the Search button:

1. In the "Main Online Help" window, click the **Search** button.

2. On the "Search" button, in the "first" box, type **the word or phrase you want to Search**.

3. Click **Options**.

4. In the "Search Options" window, in the "Search for topics containing" box, select **an option**.

5. Under "Show words that", select **an option**.

6. Under "Begin searching", select **an option**.

7. Click **Go**.

8. Click on **the title that you would like to see displayed**.

9. View the information in online help.

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2   Maintaining Tables

2.1   Introduction

Tables contain the information used to process data in EAS IV. Proper maintenance of the tables ensures that data is handled and processed efficiently and accurately.

2.2   In this Section

This section includes the following:

- Tables in EAS IV
- Viewing and Printing Modifiable Tables
- Maintaining the ASD Table
- Modifying MFI Information
- Updating the SUEE Fixed Cost Percentage
- Updating DRG Special Program Expenses

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2.3   Tables in EAS IV

The Army and Navy currently use 22 different EAS IV tables and the Air Force uses 23. The DoD Tri-Service (TRICARE) Management Activity (TMA) maintains the majority of these tables, so they are centrally distributed. However, some tables can be updated at the MTF and DTF level.

EAS IV tables are used to validate expense, personnel, and work center codes and valid combinations of these codes. Therefore, you need to maintain these tables to ensure accurate and efficient handling, processing, reporting, and analysis of cost data.

2.3.1   Centrally Distributed Tables

Centrally distributed EAS IV tables are those tables that TMA maintains. These tables are divided into five categories: financial, personnel, workload, site-specific, and miscellaneous standard.

Centrally distributed tables are updated annually, except the DMIS ID Table, which is updated quarterly. TMA updates the centrally distributed tables through a central distribution mechanism.

2.3.2   Financial Tables

Table 2-1 describes the centrally distributed financial tables:

Table 2-1. Financial Tables

Name	Description	Fields
Basic Symbol/Limit Table	Identifies the valid DoD standard and Service-unique Basic Symbol/Limit (BS/L) codes for a fiscal year. **NOTE**: This table is automatically modified whenever an RC/CC code is added on the Account Subset Definition (ASD) Table. (Air Force)	*DoD BS/L Table tab*: Parent DMIS ID Fiscal Year DoD BS/L Code DoD BS/L Description *BS/L Table tab*: Parent DMIS ID Fiscal Year DoD BS/L Code DoD BS/L Description Activation Date Deactivation Date Service-Unique BS/L Code Service-Unique BS/L Description RC/CC Code (AF) RC/CC Code description (AF) Fourth-level FCC (AF) Fourth-level FCC description (AF)

Name	Description	Fields
Financial Business Rules Table	Identifies the valid DoD program element code (PEC), third-level functional cost code (FCC), and the corresponding capitation category for continental United States (CONUS) and outside the continental United States (OCONUS) facilities for a fiscal year **NOTE**: The U.S. flag code on this table is used to indicate whether a site is CONUS or OCONUS.	Parent DMIS ID Fiscal Year 3rd Level FCC DoD PEC Capitation Category Capitation Category Description U. S. Flag Code **NOTE**: Both tabs display the same fields.
Program Element Code (PEC) Table	Identifies the valid DoD standard PECs and the Service-unique PECs for a fiscal year.	*DoD PEC Table tab*: Parent DMIS ID Fiscal Year DoD PEC DoD PEC Description *PEC Table tab*: Parent DMIS ID Fiscal Year Service-Unique PEC Service-Unique PEC Description DoD PEC DoD PEC Description Activation Date Deactivation Date
Source Of Fund (SOF) Table	Identifies the valid SOF codes (D [direct], R [reimbursable], and S [resource sharing]) for a fiscal year.	Parent DMIS ID Fiscal Year Source of Funds Source of Funds Description

2.3.3   Personnel Tables

Table 2-2 describes the centrally distributed personnel tables:

Table 2-2. Personnel Tables

Name	Description	Fields
Occupation Code Table	Identifies the valid DoD standard and Service-unique occupation codes for a fiscal year.	*DoD Personnel Occupation Code tab*: Parent DMIS ID Fiscal Year DoD Occupation Code DoD Occupation Description *Personnel Occupation Code tab*: Fiscal Year Service Occupation Code Service Occupation Description Skill Type Code DoD Occupation Code DoD Occupation Description Activation Date Deactivation Date
Personnel Category Table	Identifies the valid personnel categories for a fiscal year.	Parent DMIS ID Fiscal Year Personnel Category Personnel Category Description
Skill Type/Skill Type Suffix Table	Identifies the valid skill type and skill type suffix codes for a fiscal year.	Parent DMIS ID Fiscal Year Skill Type Code Skill Type Description Skill Type Suffix Code Skill Type Suffix Description Activation Date Deactivation Date

2.3.4   Workload Tables

Table 2-3 describes the centrally distributed workload tables:

Table 2-3. Workload Tables

Name	Description	Fields
Beneficiary Category Code (BCCs) Table	Identifies the valid BCCs and their associated patient category codes (PCCs) for a fiscal year.	Parent DMIS ID Fiscal Year Beneficiary Category Code Beneficiary Category Description Patient Category Code Patient Category Description Patient Category Activation Date Patient Category Deactivation Date
Current Procedures Tables (CPT) Table	Identifies the valid Current Procedural Terminology (CPT) codes and their modifiers and weighted values for a fiscal year. **NOTE**: For ASD data that are not included on the current Military Health System (MHS) CPT4 Table, the Relative Value Unit (RVU) is derived from the current edition of St. Anthony's Complete Resource Based Relative Value Scale (RBRVS).	Parent DMIS ID Fiscal Year CPT Code CPT Code Modifier CPT DoD Name CPT Weight Activation Date Deactivation Date
Dental Procedures Table	Identifies the valid American Dental Association (ADA) codes for a fiscal year **NOTE**: Currently, no dental source system for acquiring dental data interfaces with EAS IV.	Parent DMIS ID Fiscal Year Dental Procedure Code Dental Procedure Code Description Dental Procedure Weight Activation Date Deactivation Date
Respiratory Therapy/Pulmonary Function Procedure Codes Table	Identifies the valid respiratory therapy/pulmonary function procedure codes and their weighted values for a fiscal year.	Parent DMIS ID Fiscal Year Respiratory Therapy/Pulmonary Function Procedure Code Respiratory Therapy/Pulmonary Function Procedure Description Respiratory Therapy/Pulmonary Function Procedure Weight Activation Date Deactivation Date

2.3.5   Site Specific Tables

Table 2-4 describes the centrally distributed site-specific tables:

Table 2-4. Site Specific Tables

Name	Description	Fields
ASD Data Set/Allocation Table	Identifies the valid 4th level FCCs for a fiscal year, allocation factor information, the valid providing 3rd level FCCs for a fiscal year, and the data set business rules information **NOTE**: The information on this table is used to determine how costs are allocated to FCCs.	**ASD Data Set Table tab:** Parent DMIS ID Fiscal Year Providing DMIS ID Providing 4th Level FCC Providing 4th Level FCC Description Data Set ID Data Set Description Generate Indicator DMIS Include List DMIS Exclude List FCC Include List FCC Exclude List
		Allocation Factor Table tab: Parent DMIS ID Fiscal Year Allocation Factor Code Allocation Factor Description Allocation Factor Data Data Set Indicator Beneficiary Category Indicator CPT Indicator Data Set ID Data Set Business Rule ID Data Set Business Rule Description FCC Include List FCC Exclude List Skill Type Include List Skill Type Exclude List Skill Type Suffix Exclude List Skill Type Suffix Include List
		Data Set Business Rules Table tab: Parent DMIS ID Fiscal Year Data Set Business Rule ID Data Set Business Rule Description Data Set Indicator FCC Include List FCC Exclude List
Service Unit Table	Identifies the valid service unit codes and the corresponding 3rd level FCCs for a fiscal year.	**Service Unit Table tab:** Parent DMIS ID Fiscal Year Providing DMIS ID Service Unit Code

Name	Description	Fields
		Service Unit Description Data Set ID Data Set Indicator
Service Unit Table	Identifies the valid service unit codes and corresponding 3rd level FCCs for a fiscal year.	**Service Unit Table by 3rd Level** *FCC tab*: Parent DMIS ID Fiscal Year Providing DMIS ID 3rd Level FCC 3rd Level FCC Description Service Unit Code Service Unit Description Data Set ID

2.3.6   Miscellaneous Standard Tables

Table 2-5 describes the centrally distributed miscellaneous standard tables:

Table 2-5. Miscellaneous Standard Tables

Name	Description	Fields
DMIS ID Table	Identifies the DMIS ID codes and other information for all Service facilities.	Fiscal Year DMIS ID DMIS ID Facility Name Installation Name UIC U.S. Flag Code Facility Location Code Health Service Region Facility Type Code Facility City Facility ZIP Code Activation Date Deactivation Date
Functional Cost Codes (FCC) Master Table	Identifies the valid 1st, 2nd, and 3rd level FCCs for a fiscal year.	Parent DMIS ID Fiscal Year 1st Level FCC 1st Level FCC Description 2nd Level FCC 2nd Level FCC Description 3rd Level FCC 3rd Level FCC Description Allocation Indicator Cost Pool Indicator
Standard Documentation Code Table	Identifies the valid standard documentation codes for all Services for a fiscal year.	Parent DMIS ID Fiscal Year Documentation Code Documentation Description Activation Date Deactivation Date

2.3.7   Modifiable Tables

Modifiable tables are those tables maintained at the Medical Treatment Facility/Dental Treatment Facility (MTF/DTF) level. These tables are divided into two categories: financial and site-specific. The sites update modifiable tables as needed.

2.3.8   Financial Table

Table 2-6 describes the modifiable financial table:

Table 2-6. Financial Tables

Name	Description	Fields
SEEC and SUEE Table	Identifies the valid Standard Expense Element Codes (SEECs) and their corresponding Service-Unique Expense Elements (SUEEs) for a fiscal year. **NOTE**: The SEEC and SUEE Table is updated in accordance with the Resource Management Office (RMO). Only the SUEE fixed-cost percentage can be updated.	**Service-Unique Expense Element (SUEE) tab:** Parent DMIS ID Fiscal Year SUEE Service-Unique EE Description MTF Fixed Cost Percentage Activation Date Deactivation Date Map to SUEE SEEC DoD SEEC Description DoD Fixed Cost Percentage
		Standard Expense Element Code (SEEC) tab: Parent DMIS ID Fiscal Year SEEC SEEC Description SEEC Category SEEC Category Description SEEC Category Schedule Type SEEC Category Schedule Type Description DoD Fixed Cost Percentage SEEC Activation Date SEEC Deactivation Date

2.3.9   Site Specific Tables

Table 2-7 describes the modifiable site-specific tables:

Table 2-7. Site Specific Tables

Name	Description	Fields
Account Subset Definition (ASD) Table	Identifies the valid MTF-/DTF-unique FCC and DMIS ID combinations for a fiscal year.	Parent DMIS ID Fiscal Year DMIS ID 4th Level FCC FCC Description Data Set ID ASN Pathology Reporting Category Activation Date Deactivation Date Inactivation Date Reactivation Date
Medical Facility Identifiable (MFI) Table	Identifies a facility name, address, and contact information. **NOTE**: Users at parent facilities can also view the information for any children facilities.	Parent DMIS ID DMIS ID UIC Health Service Region Facility Address 1 Facility Address 2 Installation Name Facility Location Code Facility ZIP Code EAS POC EAS POC Commercial Phone EAS POC DSN EAS POC E-mail Address
MTF Data Set Table	Identifies the valid standard and customized data sets that an MTF uses for a fiscal year. **NOTE**: This table is automatically modified whenever data sets are updated in the ASD table.	**MTF Data Set Table tab:** Parent DMIS ID Fiscal Year Providing DMIS ID Data Set ID Data Set Description Beneficiary Category Indicator CPT Indicator DoD Standard Indicator Data Set Business Rules ID Standard FCC Include List Standard FCC Exclude List DMIS ID Include List DMIS ID Exclude List FCC Include List FCC Exclude List

Name	Description	Fields
		Data Set Business Rules Table tab: Parent DMIS ID Fiscal Year Data Set Business Rule ID Data Set Business Rule Description Data Set Include Indicator FCC Include List FCC Exclude List
MFI Table	Identifies a facility name, address, and contact information. **NOTE**: Parent facilities can also view this information for any children facilities.	Parent DMIS ID DMIS ID UIC Health Service Region Facility Address 1 Facility Address 2 Installation Name Facility Location Code Facility ZIP Code EAS POC EAS POC Commercial Phone EAS POC DSN EAS POC E-mail Address
User-Defined Table	Identifies transfers and deletions (user-defined corrections only) of expenses between 4th level FCC and DMIS ID combinations and SUEEs. **NOTE**: The User-Defined Table can be updated only through the ECU or Adjustments. Refer to units 3 and 6 for instruction on the User-Defined Table.	Parent DMIS ID User Correction ID User Correction Description DMIS ID Delete Indicator (Army use only) Activation Date Deactivation Date To DMIS ID From 4th Level FCC To 4th Level FCC Deleted 4th Level FCC (Army use only) From RC/CC (Air Force use only) To RC/CC (Air Force use only)
		From Service-Unique SUEE (Army and Air Force use only). To Service-Unique SUEE (Army and Air Force use only). Deleted Service-Unique SUEE (Army use only). **NOTE**:Both tabs display the

Name	Description	Fields
		same fields.
DRG Special Program Expenses Table	Identifies the total expenses for 3rd level FDE (initial outfitting of medical/dental facilities) and FDF (urgent minor construction in medical/dental facilities) FCCs during a fiscal year. **NOTE**: This table stores data from the selected fiscal year and the previous 7 years and is used to calculate DRG costing during allocation. You can view the current and previous years.	Parent DMIS ID DMIS ID Fiscal Year Expenses From FDE Expenses From FDF Grand Totals (Army/Air Force)

2.4   Viewing and Printing Modifiable Tables

Both centrally distributed and modifiable tables can be viewed and printed through the Reports function. You can also view, filter, and print the modifiable tables through the Table Maintenance function.

NOTE: Because the MTF Data Set Table is not directly modifiable and, therefore, cannot be accessed from Table Maintenance, you can view and print the table through the Reports function only.

2.4.1   Viewing Filtering, and Sorting a Table

You may need to view only specific records in a table instead of the entire table. You can create a filter that displays only those records.

The filter function appears throughout EAS IV and the filter procedures for other functional areas are the same as those in this topic. Whenever a filter button appears, you can use the filter procedures in this topic to filter data.

Although the DRG Special Program Expenses Table can be viewed in Table Maintenance, it cannot be filtered in EAS IV.

2.4.2   Using the Sort Function

You may need to sort the records in a table by a specific element in the table or in a specific order. You can select criteria to determine the order of the information in the table.

The sort function appears throughout EAS IV, and the sort procedures for other functional areas are the same as those in this topic. Whenever a sort button appears, you can use the procedures in this topic to sort data.

2.4.3   User-Defined Table

The procedures in this lesson can be used to view and filter the User-Defined Table. However, you can access the table only when you enter Table Maintenance from ECU or Adjustments, not when you enter Table Maintenance from the EAS IV Main Menu window.

2.4.4   Viewing the Table Procedure

To view a table through the Table Maintenance window, complete the following steps:

1. In the "EAS IV Main Menu" toolbar, select **Table Maintenance**.

2. In the "Table Maintenance" window, in the "Select Table" box, select a **table**.

3. If you select the DRG Special Program Expenses Table, complete the following:

   a. Click the **Update** button.

   b. In the "Table Maintenance – Update DRG Special Program Expenses Table" window, view the table information.

Figure 2-1. DRG Special Program Expense Table Window

   c. If you select any other table in the list, view the table.

2.4.5   Adding a Filter Procedure

To add a filter, complete the following steps:

1. Click the **Filter** button.

2. In the "Filter" window, in the "Available Fields" list, select the **field**.

NOTE: The fields that appear in this list vary depending on the data you filter.

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3. In the "Filter" list, select an **operator**.

4. In the "Value" box, type a **value**.

Figure 2-2. Filter Account Subset Definition (ASD) Table Enter Value Window

5. Click **Apply**.

NOTE: When you click **Apply**, the filter appears in the "Current filter" box. Repeat steps 4 through 8 for each filter you want to add.

6. Click **OK**.

7. View the filtered data.

Figure 2-3. Filter ASD Table View Filtered Data Window

You can clear filters and return to the original list of data by opening the "Filter" window and clicking **Cancel**.

2.4.6   Modifying a Filter Procedure

You must add a filter without closing the "Filter" window to be able to modify the filter.

The following steps describe how to modify a filter:

8. In the "Filter" window, under "Current Filter", select the **filter**.

9. In the "Value" box, type a **value**.

10. Click **Modify**.

NOTE: You can click **Abort** to return to the "Filter" window add mode without modifying the filter. Repeat steps 1 through 3 for each filter that you want to modify.

2.4.7   Deleting a Filter Procedure

You must add a filter without closing the "Filter" window to be able to delete the filter.

The following steps describe how to delete a filter:

1. In the "Filter" window, under "Current Filter", select the **Filter**.

2. Click **Delete**.

2.4.8   Sort Procedure

The following steps describe how to sort a table:

1. Click the **Sort** button.

2. In the "Sort Account Subset Definition Status By:" window, in the first box, select a **sort criterion**.

3. Under "Order", select the **sort order**.
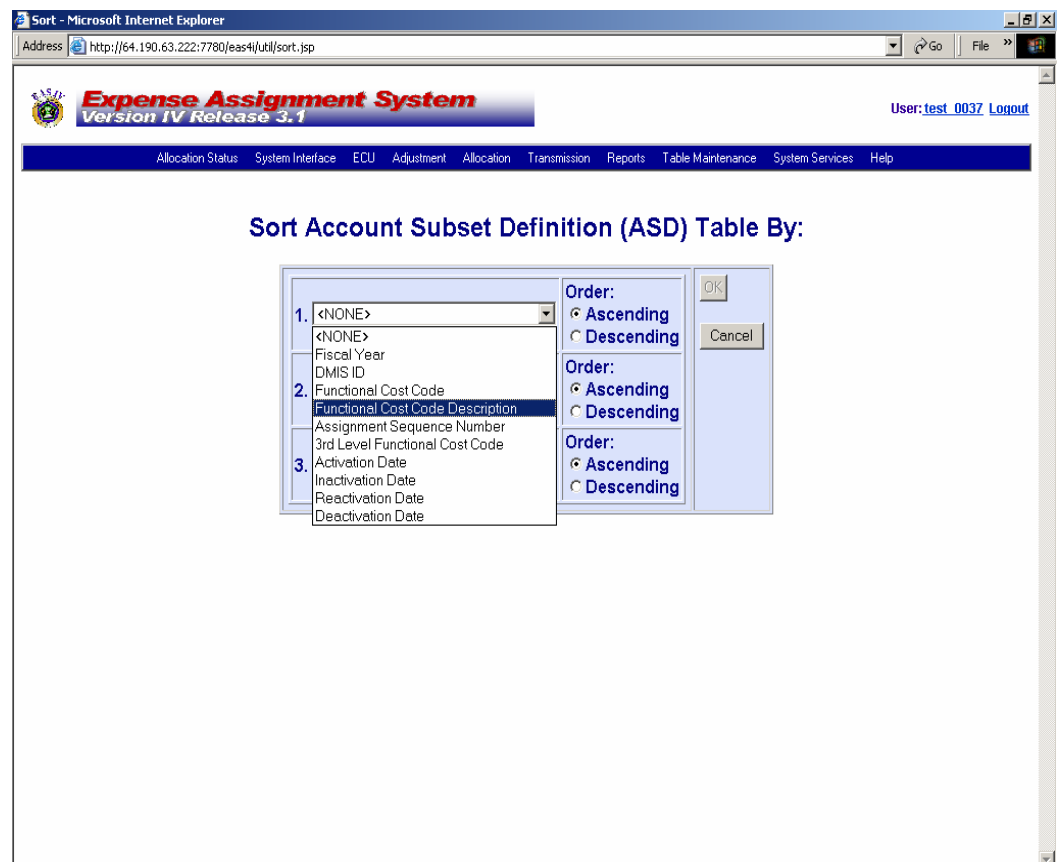
Figure 2-4. Sort Account Subset Definition (ASD) Table By Window

NOTE: Three boxes are available for you to select up to three sort criteria. Repeat steps 2 and 3 if you want to add more criteria.

4. Click **OK**.

5. View the sorted data.

Figure 2-5. Table Maintenance - Account Subset Definition (ASD) Table Window

NOTE: You can also click the column headings and sort one column at a time in ascending or descending order.

2.4.9   Printing a Table from Table Maintenance

In this topic, you will learn how to print any of the following tables from Table Maintenance:

- ASD Table

- DRG Special Program Expenses Table

- MFI Table

- SEEC and SUEE Table

- User Defined Table

2.4.10 User-Defined Table

Although the procedures in this lesson can be used to print the User Defined Table, you can access the table when you enter Table Maintenance from ECU or Adjustments only. You cannot access the User Defined Table by entering Table Maintenance from the EAS IV Main Menu window.

NOTE: You may need to print a hard copy of a modifiable table for reference while completing other tasks in EAS IV.

To print a table through the Table Maintenance window, complete the following steps:

1. In the "Table Maintenance" window, in the "Select Table" box, select a **table**.

2. Click the **Print** button.

NOTE: This step launches BusinessObjects and may take a few minutes.

3. In the "BusinessObjects" window, click the **Print toolbar** button.

When printing from Table Maintenance, you must refresh the data as you do when printing from Reports. The entire table appears even if you were viewing only part of the table when you opened BusinessObjects. You can print only the entire table, not parts of the table. To print a filtered section of a table you must create the filter in BusinessObjects.

2.5   Maintaining the ASD Table

The ASD Table contains the site-specific valid FCC and Defense Medical Information System Identification Code (DMIS ID) combinations. Updating this table is essential to ensure the efficient processing of data because exceptions are generated when the table is not accurate.

2.5.1 Adding an FCC

You may need to add an FCC that does not exist in the ASD Table. When you add an FCC, you can also customize the data sets for D and E FCCs and FCCs with an X in the third position.

Complete the following steps to add an FCC:

1. In the "Table Maintenance" window, in the "Select Table" box, select the **Account Subset Definition (ASD) Table**.

2. In the "Table Maintenance – Add Account Subset Definition (ASD)" window, click the **Add** button.

3. In the "Fiscal Year" box, select the **fiscal year**.

Figure 2-6. A New Record Window

NOTE: The fiscal year defaults to the current fiscal year.

4. In the "DMIS ID" box, select the **DMIS ID**.

5. In the "Functional Cost Code" box, select the **FCC**.

6. In the "FCC Description" box, type the **FCC's description**.

7. If you are adding a D or E FCC, in the "Assignment Sequence Number" box, select the **assignment sequence number**.

NOTE: This field is not available for other FCCs.

---

8. In the "Activation Date" box, select the **activation date**.

NOTE: The activation date defaults to the first day of the current fiscal year.

---

9. If you want to add a deactivation date, select the **deactivation date** in the "Deactivation Date" box.

NOTE: A deactivation date is not required.

---

10. If you are adding an A, B, C, F, or G FCC, click **Add Record Now**.

11. If you are adding a D or E FCC or an FCC with an X in the third position complete the following:

    a. In the "Table Maintenance – Data Set Entry" window, if the "Accept Default Data Set" box is enabled, click **Yes**.

    b. In the "Data Set Description" box, type the **data set's description**.

Figure 2-7. ASD Table - Data Set Entry (Data Set Description) Window

NOTE: Steps d through k are optional. To view the standard business rules, click the **Standard Business Rules** tab.

c.   On the "Customize Data Set" tab, under "Functional Cost Codes", in the "FCC" box, select an **FCC to include in the data set**.

d.   If you select an **FCC to include**, click **Include**.

Figure 2-8. ASD Table - Data Set Entry (FCC to Include) Window

NOTE: Repeat steps c and d for each FCC you want to include in the data set.

e.   In the "FCC" box, select an **FCC to exclude from the data set**.

f.   If you select an **FCC to exclude**, click **Exclude**.

Figure 2-9. ASD Table - Data Set Entry (FCC to Exclude) Window

---

NOTE: Repeat steps e and f for each FCC you want to exclude from the data set.

---

g.   Under DMIS IDs, in the "DMIS ID" box, select a **DMIS ID to include in the data set**.

h.   If you select a **DMIS ID to include**, click **Include**.

Figure 2-10. ASD Table - Data Set Entry (DMIS ID to Include) Window

---

NOTE: Repeat steps g and h for each DMIS ID you want to include in the data set.

---

    i.   In the "DMIS ID" box, select a **DMIS ID to exclude from the data set**.

    j.   If you select a **DMIS ID to exclude**, click **Exclude**.

Figure 2-11. ASD Table - Data Set Entry (DMIS ID to Exclude) Window

NOTES: Repeat steps i and j for each DMIS ID you want exclude from the data set.

To remove any FCC or DMIS ID you have included or excluded, select the FCC or DMIS ID and click **Remove** under the corresponding Include or Exclude list.

    k. Click **OK**.

2.5.2   For the Air Force (Only)

    1. If you want to map an RC/CC to an FCC complete the following:

        a. In the "Table Maintenance Add Account Subset Definition (ASD)" window, click **Update RC/CC.**

Figure 2-12. RC/CC Update Window

  b. In the "Table Maintenance RC/CC" window, click the **Add RC/CC** button.

  c. Select an **RC/CC**.

Figure 2-13. RC/CC - Add Record Window

    d.   In the "RC/CC Description" box, type a description.

    e.   Click **OK**.
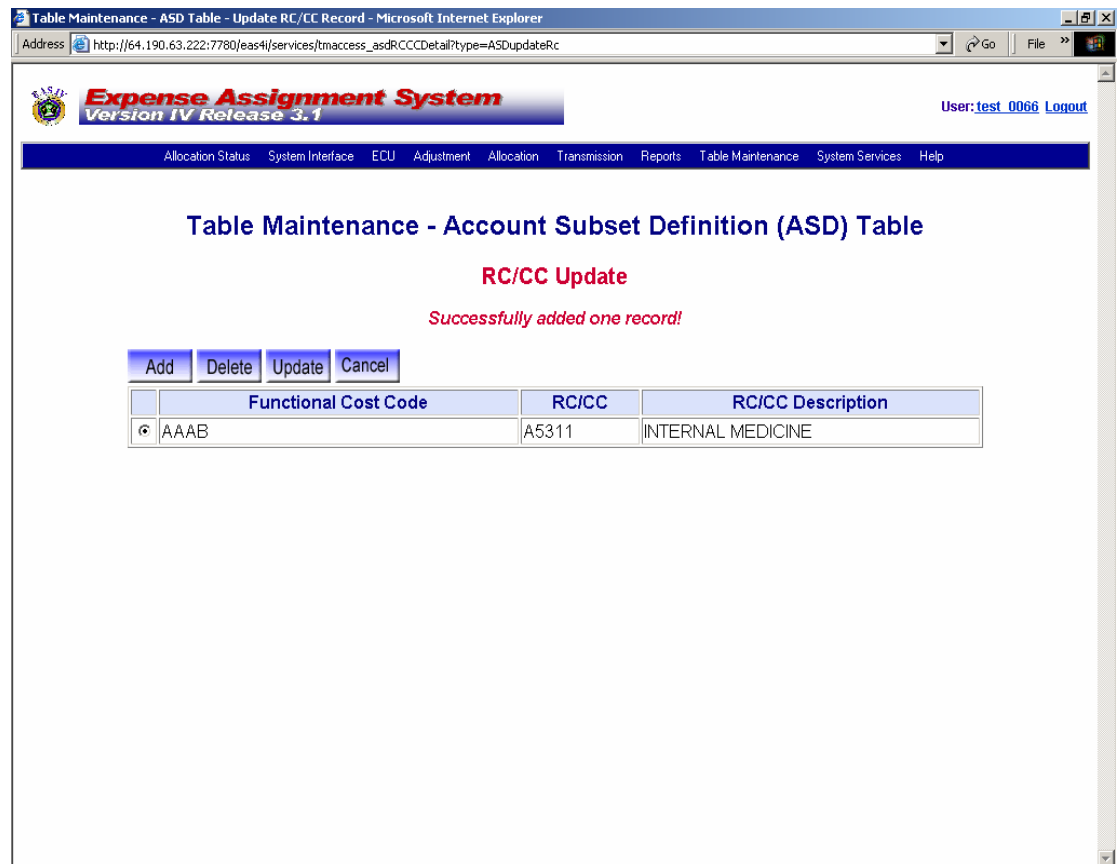
Figure 2-14. Successfully Added One Record! Window

2.5.3   Adding a Temporary Inactive Date Range

In this topic, you will be able to add a temporary inactive date range for an FCC. This date range must fall within the range of the FCC's activation and deactivation dates.

NOTE: When a work center closes temporarily, you should add a temporary inactive date range to avoid associating costs to the corresponding FCC.

To add a temporary inactive date range for an FCC, complete the following steps:

1. In the "Table Maintenance" window, in the "Select Table" box, select the **Account Subset Definition (ASD) Table**.

2. In the "ASD Table", select **the record**.

3. Click the **Update** button.

4. In the first "Inactive Date Range" box, select a **start date**.

Figure 2-15. Update A Record Window

NOTE: You can click on the **Calendar** icon to select the date or manually enter the date in the inactive **Date Range field**.

5. In the second "Inactive Date Range" box, select an **end date**.

NOTE: The end date defaults to the deactivation date. If the FCC does not have a deactivation date, the end date defaults to the end of the fiscal year.

6. Click **Add**.

7. If you do not want to add any more inactive date ranges, click **OK**.

8. If you want to add more inactive date ranges, repeat steps 5 and 6.

2.5.4   Modifying a Temporary Inactive Date Range

In this topic, you will be able to modify a temporary inactive date range for an FCC.

You may need to modify a temporary inactive date range for a work center that is temporarily closed if the dates of closure change.

To modify a temporary inactive date range for an FCC, complete the following steps:

1. In the "Table Maintenance" window, in the "Select Table" box, select the **Account Subset Definition (ASD) Table**.

2. In the "Account Subset Definition (ASD) Table", select a **record**.
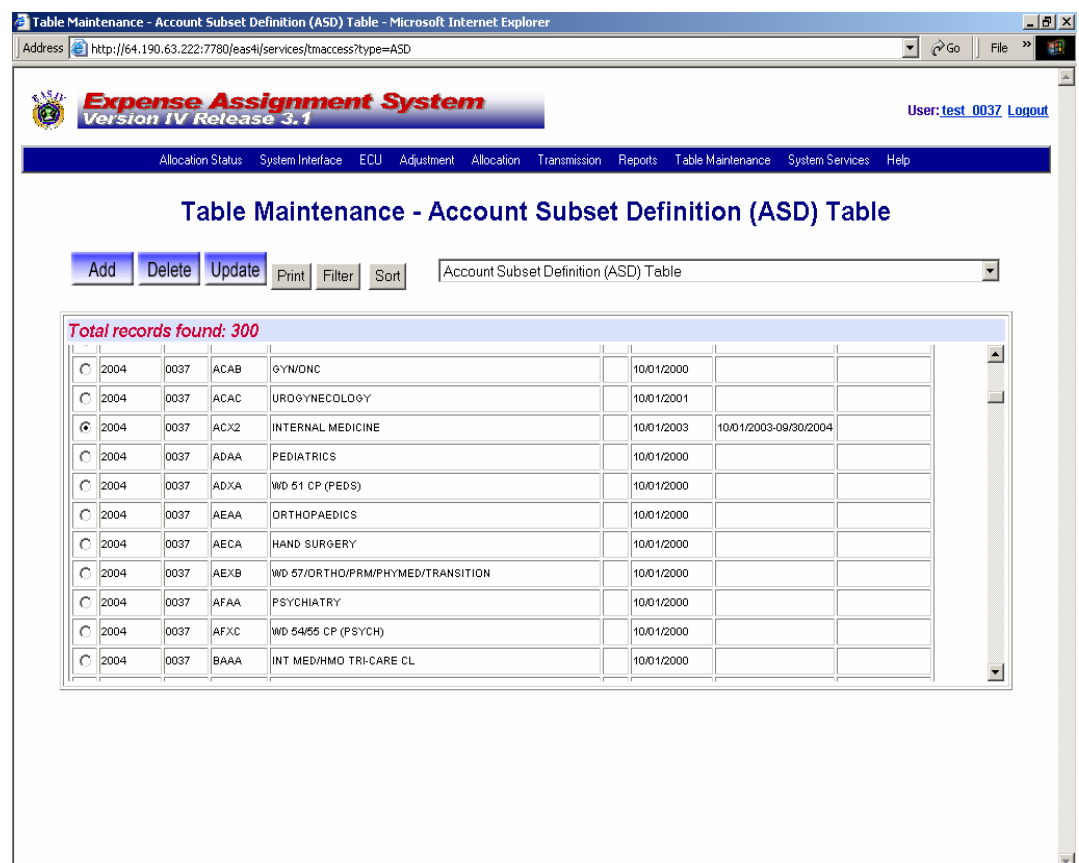
Figure 2-16. ASD Table - Select A Record Window

3. Click the **Update** button.

4. If no more than two inactive date ranges exist, continue to step 5.

5. If more than two inactive date ranges exist, click the **pointer icon** to the left of the appropriate inactive date range.

6. If you want to modify the start date, in the first "Inactive Date Range" box, select another **start date**.

7. If you want to modify the end date, in the second "Inactive Date Range" box, select another **end date**.

8. Click **OK**.

2.5.5 Deleting a Temporary Inactive Date Range

In this topic, you will learn how to delete a temporary inactive date range for an FCC.

NOTE: You may need to delete a temporary inactive date range that no longer applies to the FCC.

To delete a temporary inactive date range for an FCC, complete the following steps:

1. In the "Table Maintenance" window, in the "Select Table" box, select the **Account Subset Definition (ASD) Table**.

2. In the "Account Subset Definition (ASD) Table", select a **record**.

3. Click the **Update** button.

4. Select the **record(s) to be deleted**.

5. Click **Delete**.

NOTE: If you wish to delete all of the inactive date ranges, click **Delete All**.

6. Click **OK**.

2.5.6 Modifying an FCC

In this topic, you will be able to modify an FCC on the ASD Table.

NOTE: You may need to modify FCC-related information or update the customized data sets for an FCC.

To modify FCC information, complete the following steps:

1. In the "Table Maintenance" window, in the "Select Table" box, select the **Account Subset Definition (ASD) Table**.

2. In the "Account Subset Definition (ASD) Table", select **a record**.

3. Click the **Update** button.

4. If you want to modify the FCC description, in the "FCC Description" box, **type another description**.

5. If you want to modify the assignment sequence number, in the "Assignment Sequence Number" box, select **another assignment sequence number**.

NOTE: Only D and E FCCs that are not cost pools have assignment sequence numbers.

6. If you want to modify the activation date, in the "Activation Date" box, select **another activation date**.

7. If you want to modify the deactivation date, in the "Deactivation Date" box, select **another deactivation date**.

8. Click **OK**.

9. Click **Back To ASD**.

To modify the customized data set for an FCC, complete the following steps:

NOTE: Only D and E FCCs and FCCs with an X in the third position have data sets.

1. In the "Table Maintenance" window, in the "Select Table" box, select the **Account Subset Definition (ASD) Table**.

2. In the "Account Subset Definition (ASD) Table", select **a record**.

3. Click the **Update** button.

4. If you want to modify the data set description, in the "Table Maintenance –Data Set Entry" window, in the "Data Set Description" box, **type another description**.

Figure 2-17. ASD Table - Update A Record Window

5. If you want to include an FCC in the data set, click the
    Customize Data Set tab, under "Functional Cost Codes",
    in the "FCC" box, select the **FCC**.

6. If you select an **FCC to include**, click **Include**.

NOTE: Repeat steps 5 and 6 for each FCC you want to include.

---

7. If you want to exclude an FCC from the data set, in the
    "FCC" box, select the **FCC**.

8. If you select an **FCC to exclude**, click **Exclude**.

NOTE: Repeat steps 7 and 8 for each FCC you want to exclude.

---

9. If you want to include a DMIS ID in the data set, under
    DMIS IDs, in the DMIS ID box, select the **DMIS ID**.

10. If you select a **DMIS ID to include**, click **Include**.

NOTE: Repeat steps 9 and 10 for each DMIS ID you want to include.

---

11. If you want to exclude a DMIS ID from the data set, in the
    "DMIS ID" box, select the **DMIS ID**.

12. If you select a **DMIS ID to exclude**, click **Exclude**.

NOTE: Repeat steps 11 and 12 for each DMIS ID you want to exclude.

13. If you want to remove an FCC or DMIS ID that has been included or excluded, select the **FCC** or **DMIS ID**.

14. If you want to remove an FCC or DMIS ID that has been included or excluded, under the corresponding "Include" or "Exclude" list, click **Remove**.

15. Click **OK**.

2.6   Modifying an RC/CC Mapping (Air Force Only)

To modify an RC/CC to FCC mapping, complete the following steps:

1. If you want to delete a non-standard RC/CC mapping, in the "Table Maintenance – Update Account Subset Definition (ASD)" window, select **a record** and click **Update**.

   a. On the "Table Maintenance - Account Subset Definition (ASD) Table - Update A Record" window, click the **Update RC/CC** button.

Figure 2-18. ASD Table - RC/CC Update Window

   b. Click the **Delete** button.

Figure 2-19. ASD Table - RC/CC Record Deleted Window

2. If you want to update a non-standard RC/CC (Air Force only), complete the following steps:

a. In the "Table Maintenance – Update Account Subset Definition (ASD)" window, click **Update RC/CC**.

b. In the "Table Maintenance - Account Subset Definition (ASD) Table - Update A Record" window, click the **Update RC/CC** button.

c. In the "Table Maintenance - Account Subset Definition (ASD) Table – RC/CC Update" window, click the **Update** button.

d. In the "Table Maintenance – RC/CC –Update Record" window, in the "RC/CC Description" box, replace any existing description.

Figure 2-20. ASD Table - RC/CC - Update Record Window

e. Click **OK**.
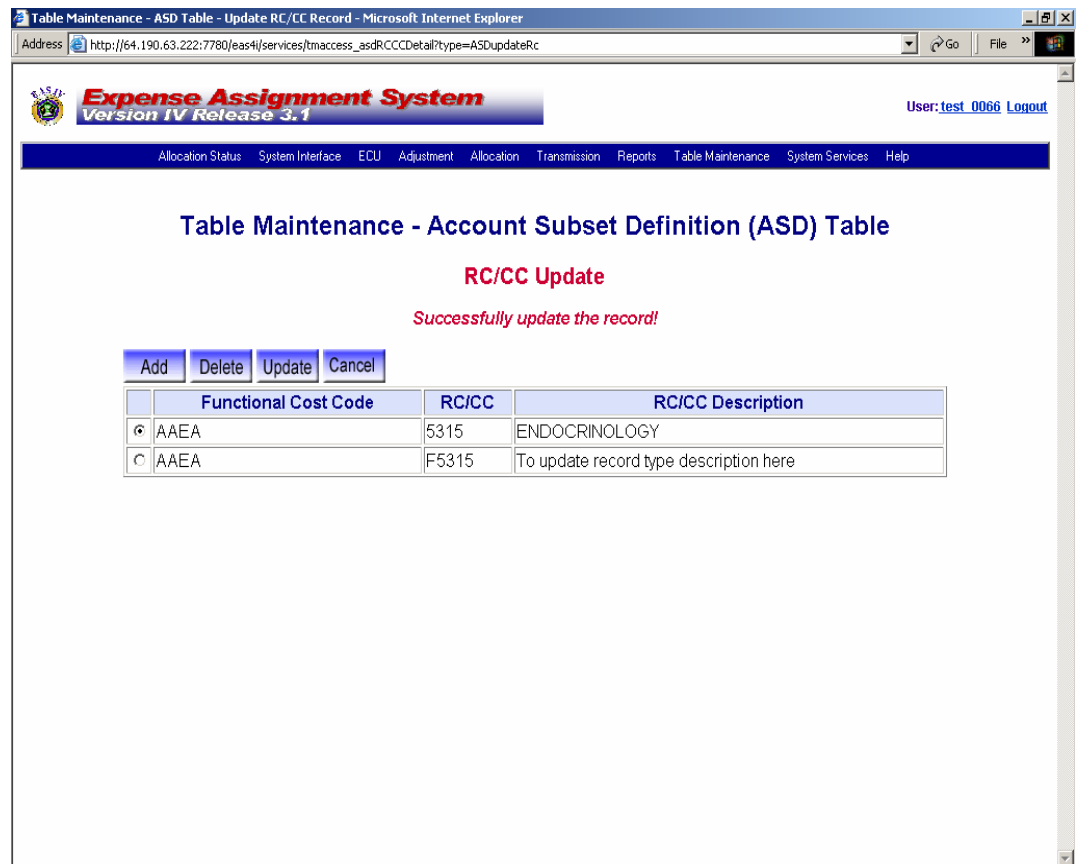
Figure 2-21. ASD Table - Successfully Update the Record! Window

2.6.1   Deleting an FCC

In this topic, you will learn how to delete an FCC. You may need to delete an FCC that is no longer being used. An FCC can be deleted only if no financial, personnel, or workload data are associated with the FCC in the EAS IV database.

To delete an FCC, complete the following steps:

1. In the "Table Maintenance" window, in the "Select Table" box, select the **Account Subset Definition (ASD) Table**.

2. In the "Account Subset Definition (ASD) Table", select the **record**.

3. Click the **Delete** button.

4. In the "Table Maintenance - ASD - Delete Record" window, click **Back to ASD**.

2.7   Modifying MFI Information

The MFI table contains facility and point of contact (POC) information for the parent facility and all children facilities that fall under the parent DMIS ID. In this topic, you will learn how to modify information on the MFI Table.

You need to update facility information on the MFI Table whenever changes occur.

To modify MFI information, complete the following steps:

1. In the "Table Maintenance" window, in the "Select Table" box, select the **Medical Facility Identifier (MFI) Table.**

2. In the "Medical Facility Identifier (MFI) Table", select the **record**.

3. Click the **Update** button.

4. If you want to modify the address information, in the "Table Maintenance – Update Medical Facility Identifier (MFI)" window, under "Facility Information", in the "Address 1" and "Address 2" boxes, type the **facility's address**.

5. If you want to modify the POC's name information, under "Point of Contact Information", in the "Name" box, type the **POC's name**.

6. If you want to modify the POC's commercial phone information, in the "Commercial Phone" box, type the **new phone number**.

7. If you want to modify the POC's DSN information, in the "DSN" box, type a **new DSN**.

8. If you want to modify the POC's e-mail address information, in the "Email Address" box, type a **new e-mail address**.

9. Click **Update**.

2.8   Updating the SUEE Fixed Cost Percentage

The SUEE fixed cost percentage is the only value you can update on the SEEC and SUEE Table. The SUEE fixed cost percentage should be updated only in conjunction with the Resource Management Office (RMO). In this topic, you will be able to update the SUEE fixed cost percentage on the SEEC and SUEE Table.

NOTE: You may need to update the SUEE fixed cost percentage as directed by the RMO.

To update the SUEE fixed cost percentage on the SEEC and SUEE table, complete the following steps:

1. In the "Table Maintenance" window, under "Select Table", select the **Standard Expense Element Code (SEEC)** and **Service-Unique Expense Element Table**.

2. In the "Standard Expense Element Code (SEEC) and Service-Unique Expense Element Table", select the **record**.

3. Click the **Update** button.

4. In the "Table Maintenance – Update Standard Expense Element Code (SEEC) and Service-Unique Expense Element Table" window, under "Service-Unique Expense Element (SUEE)", in the "Fixed Cost %" box, type the **SUEE fixed cost percentage**.

NOTE: Use only whole numbers.

5. Click **Update**.

6. Click **Back to SEEC**.

2.9   Updating DRG Special Program Expenses

The DRG Special Program Expenses Table, allows you to enter expenses incurred during a fiscal year for the third-level FDE (initial outfitting of medical/ dental facilities) and FDF (urgent minor construction in medical/dental facilities) FCCs. Total expenses for FDE and FDF FCCs for the selected fiscal year and those for the seven previous years are stored in the table. You can view the current and previous years.

In this topic, you will be able to update DRG special program expenses. You can use the same procedure for adding new expenses and for modifying existing expenses.

NOTE: You need to update the DRG special program expenses to ensure that DRG costing is completed accurately.

To update DRG special program expenses, complete the following steps:

1. In the "Table Maintenance" window, in the "Select Table" box, select the **Diagnosis-Related Group (DRG) Special Program Expense Table**.

2. A message appears in the window instructing you to click **Update**. Click the **Update** button.

Figure 2-22. DRG Special Program Expense Table - Update DRG Record Window

3. In the "Table Maintenance - Diagnosis-Related Group (DRG) Special Program Expense Table" window, under "Select", select the **Fiscal Year**.

4. In the "DMIS ID" box, select the **DMIS ID.**

5. If you want to update FDE expenses, under "Expenses", in the "FDE" column, in the appropriate "fiscal year" box, type the **expenses**.

6. If you want to update FDF expenses, under "Expenses", in the "FDF" column, in the appropriate "fiscal year" box, type the **expenses**.

7. Click **OK**.

8. Click **Back to DRG update**.

9. Click **Back to DRG**.

3 System Interfaces

3.1 Introduction

In this topic, you will learn how to process financial, personnel and workload data into EAS IV 3.1. The data are exported from their source systems and are imported into EAS IV 3.1.

3.2 In this Section

This section includes the following:

- Import Preparation
- Pre-Imported Data
- Available to Import
- Import Results
- Pure-File Data

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3.3   Import Preparation

In this topic, you will learn how to import information and upload your source files.

The following window describes how to upload source files. In this example, we will use the financial data source file STANFINS for Calendar Year 2002 and Calendar Month October.

In the "System Interfaces" window, on the "Import Preparation" window, you can upload files from source systems into EAS IV. There are two upload fields as shown in Figure 3-2 Choose File Window.

1. The first field allows you to upload source files directly from your PC or shared drive.

2. The second field allows you to upload files from a shared drive located outside of your facility.
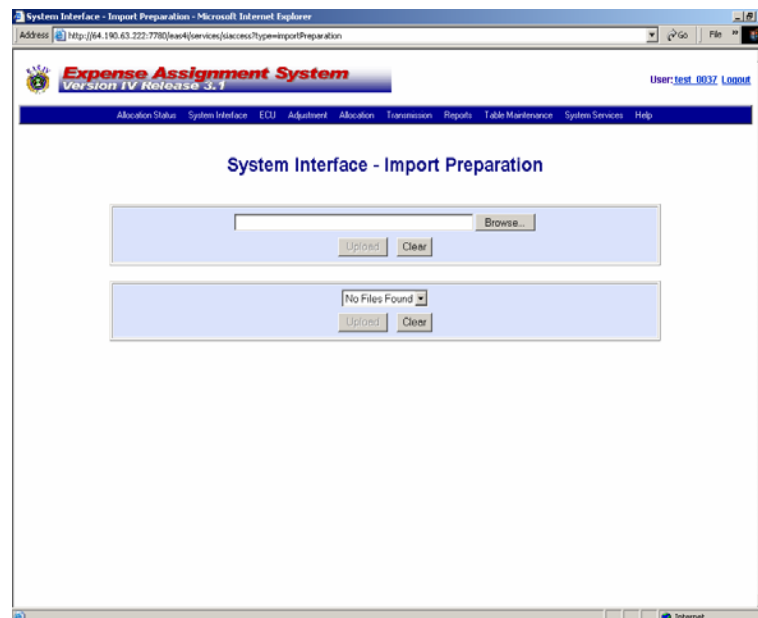
Figure 3-1. System Interface - Import Preparation

To upload source files, complete the following steps:

1. In the EAS IV 3.0 "Main Menu" window, highlight **System Interfaces**.

2. Click **Import Preparation** window.

3. Click **Browse**.

4. Select **file**.

5. In the "Choose File" window, in the "Look-in Dropdown List", select the **drive** where the file is located.
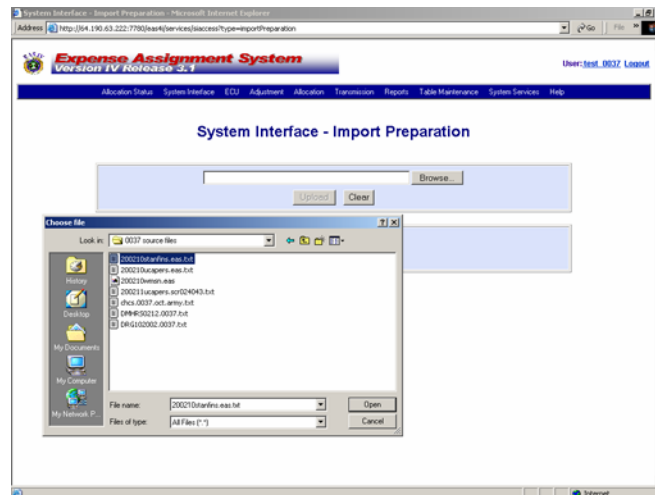
Figure 3-2. Choose File Window

6. In the folder list, double-click the **folder** in which the file is located.

7. The file name you selected appears in the "File name list" box, then click **Open**.

8. The file name is displayed in the directory.

9. Click **Upload**.
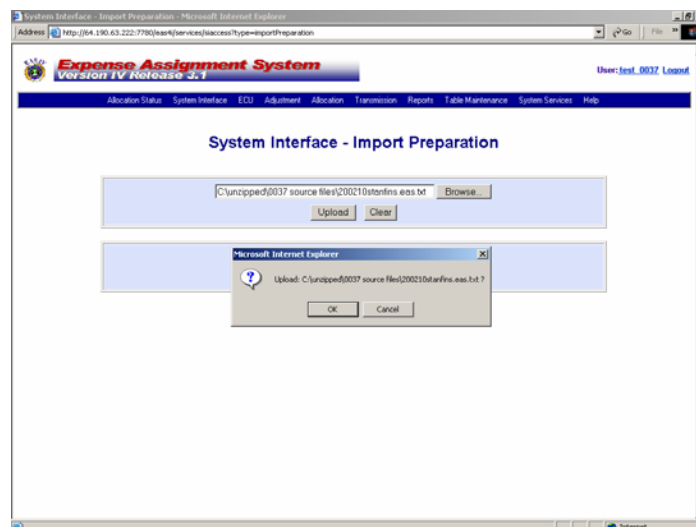
Figure 3-3. Confirmation Message Box Window

10. A confirmation message box appears. Before clicking **OK**, verify that this is the file that you want to process.

11. After clicking the **OK** button, the following window will appear:
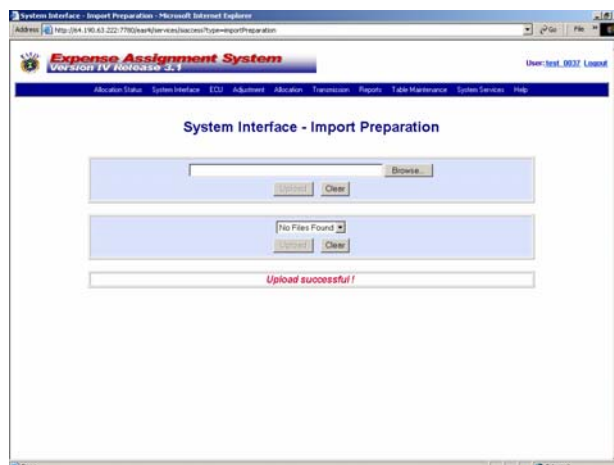
Figure 3-4. Upload Successful! Window

NOTE: If the file has already been uploaded into EAS IV, a "Confirm" window appears to confirm that you want to overwrite the file.

3.4 Pre-Imported Data

You may need to view pre-imported data after they have been copied from their specific data source system. Viewing pre-imported data enables you to view the data that will be processed in EAS IV. Pre-imported data are unaltered data from the system that have not been imported into EAS IV.

The financial, personnel and workload data files consist of four record types:

- A <u>header record</u> contains information about the source data file.

- A <u>detail record</u> contains the data in the source data file.

- A <u>trailer record</u> contains the number of records in the source data file.

- A <u>summary record</u> contains a synopsis of the source data file.

To view pre-imported financial data, complete the following steps:

1. On the "In the EAS IV Pre-Allocated Data Status Main Menu" screen menu bar, highlight **Allocated Status**, then click **Pre-Imported Data.**

2. In the "Source Data System Name" select **file name**.

3. In the "Calendar Month" box, select **the month**.

4. In the "Calendar Year" box, select **the year**.

5. In the "Record Type" box, select the **record type**.

6. Click **Get**.

Figure 3-5. System Interface – Pre-Imported Data Window

3.5 Available to Import

Imported data is compared to the standard business rules and the master code tables through initial validation. Discrepancies found during initial validation are then addressed in the ECU. EAS IV 3.1 interfaces with three different data types: Financial, Personnel, and Workload.

- **Financial data** is imported and re-imported into EAS IV through flat files from Standard Finance System Standard (STANFINS), Standard Accounting Reporting System/Field Lead (STARS/FL), or Microbased Budget Automated System (MicroBAS). If import errors occur, they must be corrected in the source system, and then retransmitted to EAS IV. When you re-import a financial source data file, it overwrites the previously imported data. If the re imported financial source data file is from a previous month, EAS IV also removes all financial information for subsequent months in that fiscal year.

- **Personnel data** is imported and re imported into EAS IV through flat files from the Service Unique Personnel Subsystem (SUPS), the Standard Personnel Management System (SPMS) (Navy); Uniform Charts of Account Personnel System (UCAPERS) (Army); Expense Assignment System, Version III (EAS III) Personnel Subsystem- (Air Force) and Defense Medical Human Resources Internet (DMHRSi). If import errors occur they must be corrected in the source system, and then retransmitted to EAS IV. When you re

import a personnel source data file, it overwrites the previously imported data.

- **Workload data** are imported and re imported into EAS IV through flat files from CHCS, Workload Management System for Nursing (WMSN) (Army only), ADM and DRG source systems. If import errors occur, they must be corrected in the source system, and then retransmitted to EAS IV. When you re import a workload source data file, it overwrites the previously imported data.

To import a source data file, you must complete the following steps:

You have the ability to *sort* information on the screen.

1. Upload the source data file.

2. On the "Available for Import" screen, do one the following:

    a. Select the data source file criteria from the dropdown lists

        - Source Data System Name
        - Calendar Year
        - Calendar Month

    b. Select the **radio button** next to the file

3. Click **Get** and the window refreshes, returning the file selected for Import.

Figure 3-6. Available for Import Window

4. Click **Import**.
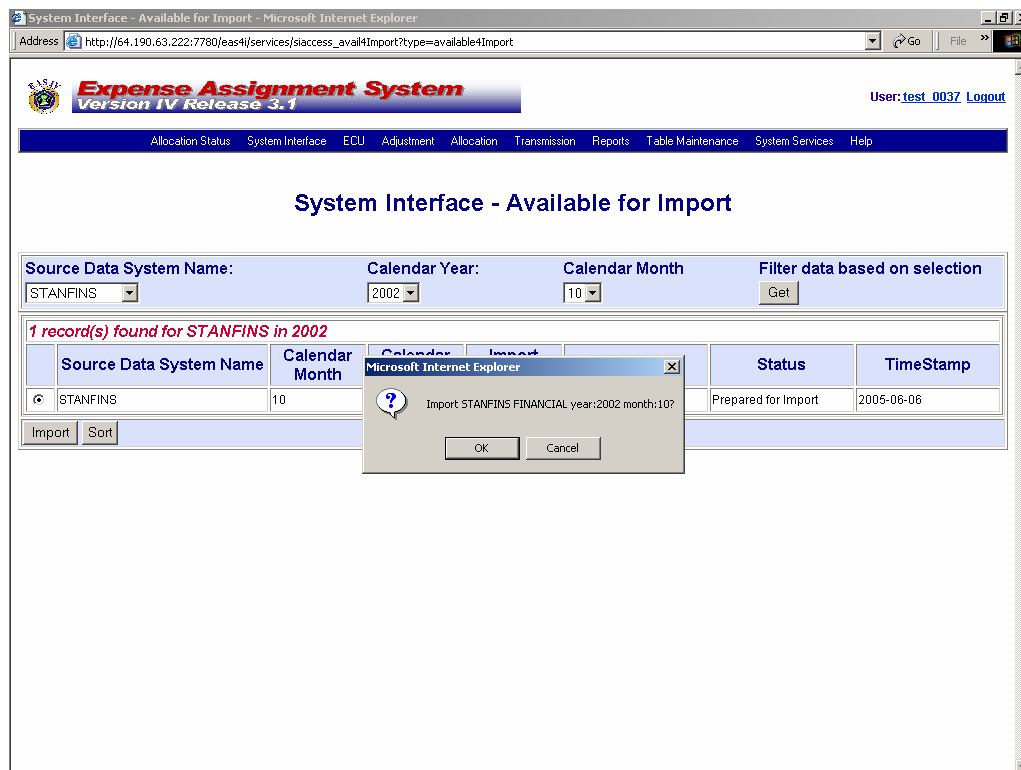
Figure 3-7. Confirm Window

NOTE: The system responds with the message "Import filename?" Verify that this is the appropriate file for the specific month and year that you would like to process before clicking **OK**.

5. Click **OK**. As the import process occurs, the following window will appear:
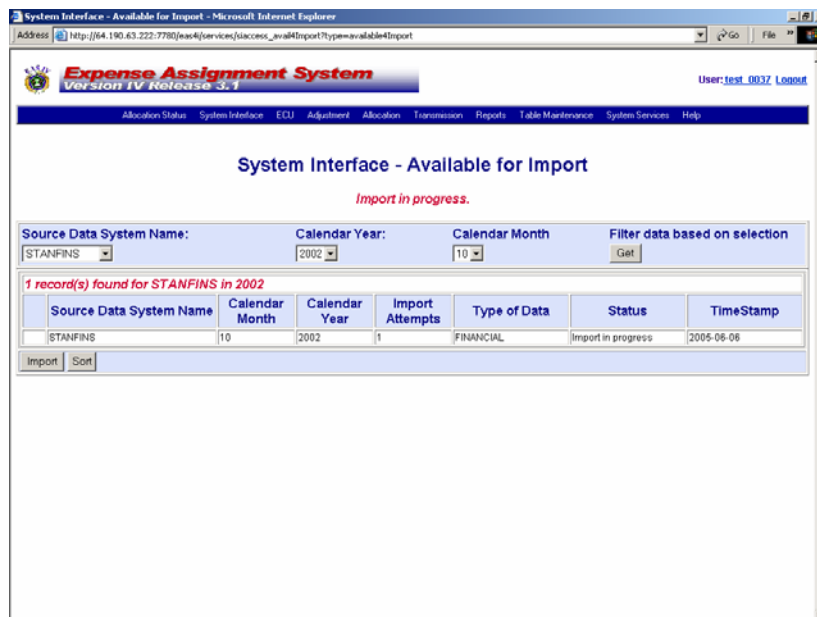
Figure 3-8. Import in Progress Window

6. You will know that the import process is complete when:

    a. The system responds with the message "Imported! The import was successful and you want to validate the file." Select **Available to Validate** from the "System Interfaces" dropdown menu bar.

    b. The Status column indicates Import failed. The import was not successful and you want to view the import errors. Select **Import Results** from the "System Interfaces"dropdown menu bar to view Import Errors.

3.6   Imported Results

Import errors may occur during the process of importing a source data file into EAS IV. Import errors must be corrected in the source system, and then re-transmitted and re imported. You must contact the source system POC, report the import errors, and request correction. When the errors have been corrected, you can request re transmission of the file.

The following table lists import errors that can occur in EAS IV:

Table 3-1. Import Errors

Exception Code	Import Error Message
I0000	The original value has been mapped to another value.
I0001	The FCC/DMIS ID combination cannot be derived.
I0002	The DMIS ID cannot be derived from the UIC.
I0003	The number of records reported to be in file does not match actual number of records.
I0004	Invalid monetary number.
I0005	Invalid record length.
I0006	The Data Set ID cannot be derived from the EAS III Stat ID.
I0007	Cannot determine Schedule Type Code.
I0008	Fiscal year and month in record does not match fiscal year and month of the file.
I9999	Unexpected database error.

To view import results, complete the following steps:

1. On the "System Interfaces - Import Results" screen, select the **source data system** name in the "Source Data System Name" dropdown list.

2. In the "Calendar Year" dropdown list, select the **year**.

3. In the "Calendar Month" dropdown list, select the **month**.

4. Select **Errors**.

5. Click **Get**.

6. View the **Import Errors**.

Figure 3-9. Import Results Window

NOTE: You need to re-import a source data file if import errors occurred during the initial import, you want to reprocess a month's data, or a previous month's data have been removed.

3.6.1 Mapping

In the Import Results window you can also view mappings. Mappings exist in financial data and occur when a new SUEE is identified to replace an expired one. EAS IV 3.1 automatically performs the SUEE mapping so that you do not encounter this as an error during Validation.

To view mapped data, complete the following steps:

1. On the "System Interfaces - Import Results" screen, select the **source data system name** in the "Source Data System Name" dropdown list.

2. In the "Source Data System" dropdown list, select the **source data system name**.

3. In the "Calendar Year" dropdown list, select the **calendar year**.

4. In the "Calendar Month" dropdown list, select the **calendar month**.

5. Click **Mapping**.

6. Click **Get**.
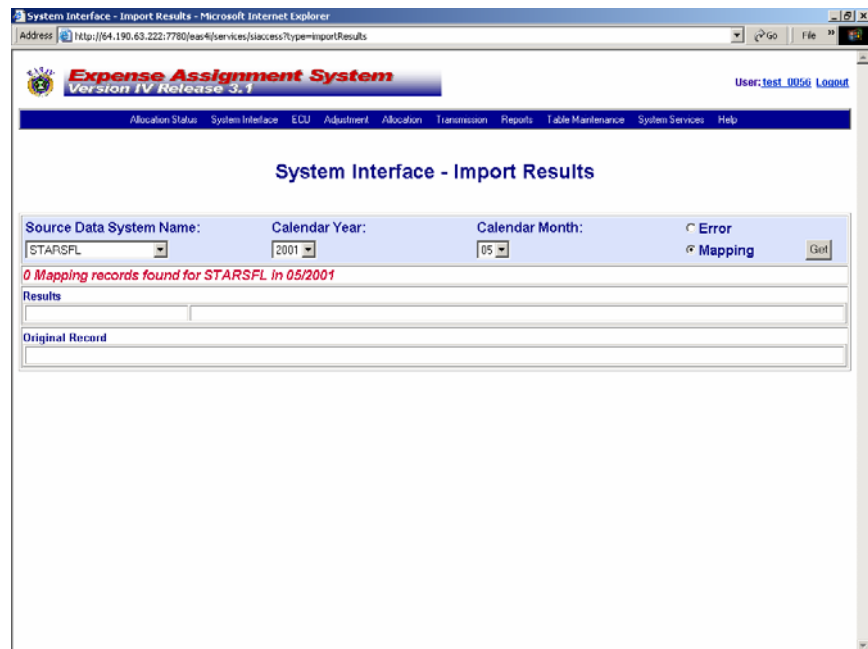
Figure 3-10. System Interface – Import Results Window

3.7   Pure File Data

You may need to view or print pure file data after importing a data source file. Pure file data are imported data that have been converted to an EAS IV format but have not yet been manipulated by a user.

To view and print pure file financial data, complete the following steps:

1. In the "EAS IV main menu" window, highlight **System Interfaces**, click on **Pure File Data** in the drop-down list.

2. In the "Source Data System Name" box, select **file name**.

3. In the "Calendar Month" box, select the **calendar month**.

4. In the "Calendar Year" box, select the **calendar year**.

5. Click **Get**.

6. View the Pure File Data.

Figure 3-11. Pure File Data Window

You may also *Sort* and *Filter* the information on the screen. You have
the option to print the information by selecting **Reports** from the
"Main Menu" and launching Business Objects. In this example, the
Personnel Pure Data Report under System Interfaces would be
selected.

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4 Validating Financial Data

4.1 Introduction

In this topic, you will learn to validate financial data. After a financial source data file is imported into EAS IV without import errors, the file can be validated. EAS IV performs initial validation checks on the imported financial data to ensure that all codes and code combinations are allowed by the business rules and master code tables. When initial validation finds an exception to the business rules or master code tables, EAS IV generates an initial validation warning or error.

4.2 In this Section

This section includes the following:

- Initial Validation of Financial Data
- Documentation Codes
- Using the ECU Download
- Addressing Initial Validation Warnings
- Addressing Initial Validation Errors
- Saving Corrections Performed via the ECU Download
- Revalidating Financial Source Data

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4.3   Initial Validation of Financial Data

Initial validation compares imported source data to the business rules and master code tables. A source data file may be validated several times. The same initial validation checks are performed on a source data file regardless of how many times the file has been validated. When the imported financial data do not meet the criteria set in the business rules and master code tables, an initial validation warning or error is created.

Migrated financial data are financial data that have successfully passed all initial validation checks.

Table 4-1 describes the initial validation checks for financial data:

Table 4-1. Initial Validation Checks

	Description
Basic Symbol/Limit	The code must be defined in the Basic Symbol/Limit Code Table for the time period associated with the file.
Direct expenses for the current month	Expense records from the previous month must exist unless it is the first month of the fiscal year. The current month expenses must be equal to or greater than expenses from the previous month.
Direct expenses for the previous month	Expense records for the current month must exist if a record exists for the previous month.
EE (Navy)	The code must be defined in the SEEC and SUEE Table for the time period associated with the file.
EEIC (Air Force)	The first characters of the code must be defined in the SEEC and SUEE Table for the time period associated with the file.
EOR (Army)	The code must be defined in the SEEC and SUEE Table for the time period associated with the file.
FCC and DMIS ID combination	The combination must exist on the ASD Table for the time period associated with the file.
Inactive FCC and DMIS ID combination	Combinations defined as inactive cannot have year-to-date (YTD) expenses greater than those in the previous month.
PEC	The code must be defined as open in the PEC Table for the time period associated with the file.
RC/CC (Air Force)	The code must exist on the RC/CC Master Code Table for the time period associated with the file.
SOF code	The code must exist in the SOF Table for the time period associated with the file.

YTD expenses	The YTD expenses must not be less than those received for the previous month during the same fiscal year. The YTD expenses must not be a negative number.

4.3.1   Initial Validation Results

When the initial validation process detects no exceptions to the business rules and master code tables, records migrate and are written to the Expense Accepted Table. Records associated with personnel salaries are written to the Service Financial System Salary Table in the database. Status information associated with a successful initial validation is recorded in the database and can be viewed in the EAS IV "Main" menu window on the Pre Allocated Data Status window.

When the initial validation process detects one or more exceptions to the business rules or master code tables, EAS IV generates a warning or error. Status information about an unsuccessful initial validation attempt is recorded in the database and can be viewed in the EAS IV Main" menu window on the Pre Allocated Data Status window.

You need to perform initial validation after a financial source data file has been imported from the Service Financial System to compare the data to the business rules and master code tables.

To perform initial validation for a financial source data file, complete the following steps:

1. In the "EAS IV Main" menu" toolbar, click the **System Interfaces**, click **Available to Validate**.

2. In the "Source Data Name" box, select **Service Financial System**.

3. In the "Calendar Year" box, select the **calendar year**.

4. In the Calendar Month box, select the **calendar month**.

5. Click **Validate**.

4.4   Initial Validation Warnings in Financial Data

An initial validation warning is generated when an exception of minor severity to the business rules or master code tables is found in imported data during initial validation.

An initial validation warning indicates that imported financial data may be invalid. You must address all initial validation warnings because they indicate a discrepancy between the data and the business rules or master code tables.

An initial validation error is generated when an exception of major severity to the business rules or master code tables is found in imported data during initial validation

An initial validation error indicates that imported financial data are invalid. You must correct all initial validation errors because they indicate a discrepancy between the data and the business rules or master code tables..

Table 4-2 describes initial validation warnings for financial data. In
the warning messages, <#> indicates a specific amount and <*>
indicates a specific data element:

Table 4-2. Validation Warnings/Errors for Financial Data

Exception Code	Warning Message	Description
E0002	*The Svc PEC <*> is not a valid code in the Svc PEC Master Table for month <*> of FY <*>.*	The Service PEC is not a valid code on the Program Element Code Table for the current month.
E0003	*The SUEE <*> is not a valid code in the SUEE Master Table for month <*> of FY <*>.*	The SUEE is not a valid code on the SEEC and SUEE Table for the current month.
E0004	*The Svc BS/L <*> is not a valid code in the Svc BS/L Master Table for month <*> of FY <*>.*	The Service BS/L is not a valid code on the Basic Symbol/Limit Table for the current month.
E0005	*The SOF <*> is not a valid code in the SOF Master Table for month <*> of FY <*>.*	The SOF is not a valid code on the SOF Table for the current month.
E0007	*FCC <*> and DMIS ID <*> is not a valid combination in the ASD Table for month <*> of FY <*>.*	The FCC/DMIS ID combination is not a valid combination on the ASD Table for the current month.
E0008	*The YTD expenses <#> or YTD obligations <#> for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> is a negative number.*	The YTD expenses or YTD obligations received for this FCC for the current month is a negative number.
E0009	*YTD expenses <#> exists for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> but do not exist for the previous month.*	An expense record exists for this FCC for the current month but not for the previous month.
E0010	*YTD expenses <#> for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> are less than the YTD expenses received for the previous month.*	The YTD expenses for this FCC for the current month are less than the YTD expenses received for the previous month.

E0011	*YTD expenses <#> and YTD obligations <#> were received last month for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*>, but were not received for month <*> of FY <*>.*	An expense record exists for this FCC for the previous month but an expense record was not received for the current month.
E0012	*YTD expenses <#> for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> are different than the YTD expenses received last month yet the FCC/DMIS ID combination is defined as inactive.*	The FCC/DMIS ID combination is defined as inactive for the month and year of the record yet YTD expenses for the current month are different than the previous month.
E0083	*The 3rd-level SUEE <*> is not a valid code in the SUEE Master Table for month <*> of FY <*>.*	The 3rd-level SUEE is not a valid code in the SUEE Master Table.
E0085	*YTD expenses <#> for FCC <*>, RC/CC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> are different than the YTD expenses received last month yet the FCC/DMIS ID combination is defined as inactive.*	The FCC/DMIS ID combination is defined as inactive for the month and year on the record yet YTD expenses for the current month are different than the previous month.
E0086	*YTD expenses <#> exists for FCC <*>, RC/CC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> but do not exist for the previous month.*	An expense record exists for this RC/CC for the current month but does not exist for the previous month.
E0087	*YTD expenses <#> for FCC <*>, RC/CC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> are less than the YTD expenses received for the previous month.*	The YTD expenses for this RC/CC for the current month are less than the YTD expenses received for the previous month.

E0088	*YTD expenses <#> and YTD obligations <#> were received last month for FCC <*>, RC/CC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc B S/L <*>, SOF <*>, but were not received for month <*> of FY <*>.*	An expense record exists for this RC/CC for the previous month, but an expense record was not received for the current month.
E0089	*The Svc B S/L <*> and SUEE <*> for month <*> of FY <*> does not map to a DoD B S/L.*	The Svc B S/L and SUEE does not map to a DoD B S/L for the current month.
E0094	*The FCC %s and Treatment DMIS ID %s is not a valid combination in this summary record for month %s of FY %*	The FCC/Treatment DMIS ID combination in this summary record is not a valid combination in the ASD Table
E0096	*Salary expense %n was found for FCC %s, DMIS ID %s, SUEE%s, Svc PEC %s, Svc BS/L %s, SOF %s for month %s of FY %s*	Salary expense was received for a personnel record mapped to DOD SEEC Category 5 (Contractual Services)

4.4.1   Viewing and Printing Initial Validation Warnings and Errors

You need to view initial validation warnings and errors to determine how to address them. You may want to print the warnings and errors to keep a hard copy file.

To view and print financial initial validation warnings and errors, complete the following steps:

1. If warnings and errors were generated during initial validation and you want to view them in the ECU, in the "Validate Message" window, click **Yes**.

2. If you want to go to the ECU from the "Main" menu, complete the following:

   a. In the "EAS IV Main" menu", select **ECU**.

   b. In the "Error Correction Unit – Browse" window, in the "Source Data" box, select a **source system**.

3. In the "Data Type" box, select the **data type**.

4. In the "Calendar Year" box, select the **calendar year**.

5. In the "Calendar Month" box, select the **calendar month**.

NOTE: The Data Type, Calendar Year, and Calendar Month boxes populate with the last file of the selected source system that you validated.

6. If you want to view both warnings and errors, under "Select Type", click **Both**.

NOTE: This is the default setting.

7. If you want to view errors only, under "Select Type", click **Errors**.

8. If you want to view warnings only, under "Select Type", click **Warnings**.

9. Click **Get**.

10. Click the **Print** button.

NOTE: This step launches BusinessObjects and may take several minutes.

11. In the "BusinessObjects" window, click the **Print Toolbar** button.

4.4.1.1 Viewing Financial Initial Validation Warnings and Errors via the ECU Download

To view financial initial validation warnings and errors via the ECU Download function, complete the following steps:

1. If warnings and errors were generated during initial validation and you want to view them in the ECU Download, in the "Validate Message" window, click **Yes**.

2. In the "EAS IV Main" menu", select **ECU**, then select **ECU download**.

Figure 4-1. Allocated Data Status Window

3. Enter the authentication parameters:

   a. **DMIS ID**

   b. **Logon ID**

   c. **Password**

Figure 4-2. Expense Assignment System Version IV Release 3.1 Window

4. Select **ECU**.

5. Click the **Logon** button.

6. In the "Data Source" box, select the **data source**.

7. In the "Data Type" box, select the **data type**.

8. In the "Calendar Year" box, select the **calendar year**.

9. In the "Calendar Month" box, select the **calendar month**.

10. If you want to view both warnings and errors, under "Select Type", click **Both**.

NOTE: This is the default setting.

---

11. If you want to view errors only, under "Select Type", click **Errors**.

12. If you want to view warnings only, under "Select Type", click **Warnings**.

13. From the "Main" menu select **Function**.
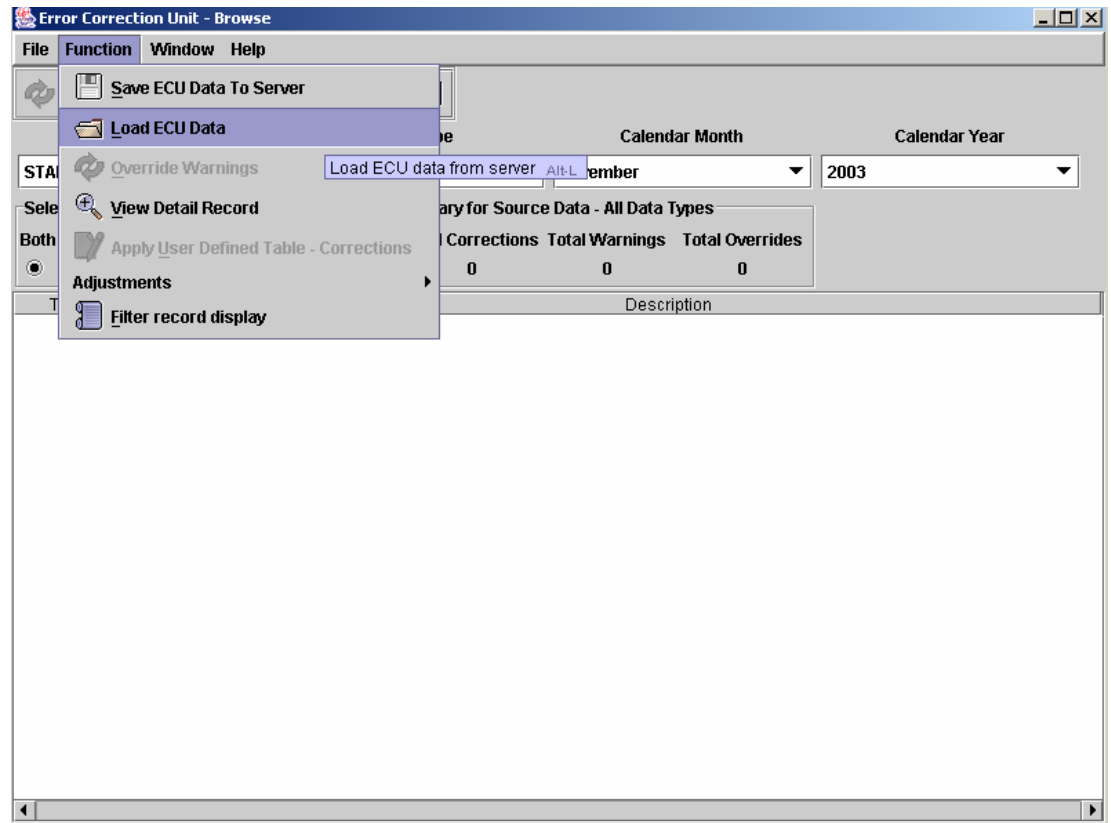
Figure 4-3. Error Correction Unit – Browse (Load ECU Data) Window

14. Click **Load ECU Data**.

4.5   Documentation Codes

Documentation codes are descriptions selected to document changes made to data.

Documentation codes are used throughout EAS IV whenever changes are made to data. After you select a documentation code and click OK, the code cannot be changed. These codes are recorded by EAS IV and are found in EAS IV audit reports. All valid documentation codes are available on a dropdown menu in the Documentation Code and Comments window.

Table 4-3 describes the documentation codes and descriptions:

Table 4-3. Documentation Code and Descriptions

Documentation Code	Description
10	*Invalid Service-Unique Expense Element (SUEE)*
11	*Invalid Program Element Code(PEC)*
12	*Invalid Functional Cost Code (FCC)/DMIS ID*
13	*Invalid Basic Symbol/Limit Code*
14	*Invalid FCC and/or SUEE received from the Finance source system*
15	*Invalid FCC and/or SUEE received from the Personnel source system*
16	*Invalid FCC received from a Workload source system*
17	*Incorrect expenses (dollar value) received from the Financial source system*
18	*Incorrect obligation amount received from the Financial source system*
19	*Incorrect expenses and obligations received from the Financial source system*
20	*Expense record missing on file/Added new record*
30	*Incorrect expenses received from the Personnel source system*
31	*Incorrect FTE/workhours received from the Personnel source system*
32	*Incorrect personnel category received from the Personnel source system*
33	*Incorrect Skill Type/Suffix received from the Personnel source system*
40	*Enter Workload Data*
41	*Delete record (Duplicate record received)*

50	*Depreciation*
51	*Depreciation Adjustment*
60	*Free Receipts Adjustment*
61	*Base Operations Adjustment*
70	*Salary Adjustment*
71	*FTE Adjustment*
72	*Skill Type/Skill Type Suffix Adjustment*
73	*Occupation Code Adjustment*
74	*Workload Adjustment*
75	*Expense and Obligation Adjustment*
80	*Expenses are valid*
81	*Obligations are valid*
82	*Salary expenses/FTEs are valid*
83	*FCC/DMIS ID is valid*
84	*Workload is valid*
90	*Other*

4.6   Using the ECU Download

The ECU Download function is the most appropriate method if you have many corrections. This mechanism allows you to download errors and warnings to your desktop where you can complete the required corrections without maintaining a connection to the Web application.   After corrections are completed, the information is uploaded to the Web application.

It is important to remember that both mechanisms achieve the same result and cannot be used simultaneously. For example, if a user is correcting financial errors via the ECU download, a second user will be "locked out" of the ECU Web financial area until the first user uploads the corrections.

The application software required for these activities should have been loaded on your desktop during the initial deployment of the EAS IV Web-enabled application.

4.7   Addressing Initial Validation Warnings

When addressing initial validation warnings, you can either override the warning or correct the problem that caused the warning. All initial validation warnings must be addressed before financial data can migrate. To *override* a warning is to accept the data into the system as valid and to *correct* a warning is to correct or adjust the data that caused the warning.

Table 4-4 describes when to use each method of addressing financial initial validation warnings:

Table 4-4. Methods

Method	When to Use
Overriding the warning	Override a warning when the data generating the warning are valid.
Using the Financial Detail window	Correct the warning through the Financial Detail window when an invalid code or amount generates the warning.
Adjusting data	Adjust data when a missing record in the data from the previous month generates the warning.

4.7.1   Overriding Initial Validation Warnings

To override initial validation warnings, complete the following steps:

1. In the "Error Correction Unit – Browse" window, under "Select Type", click **Warnings**.

2. In the list, select a **warning**.
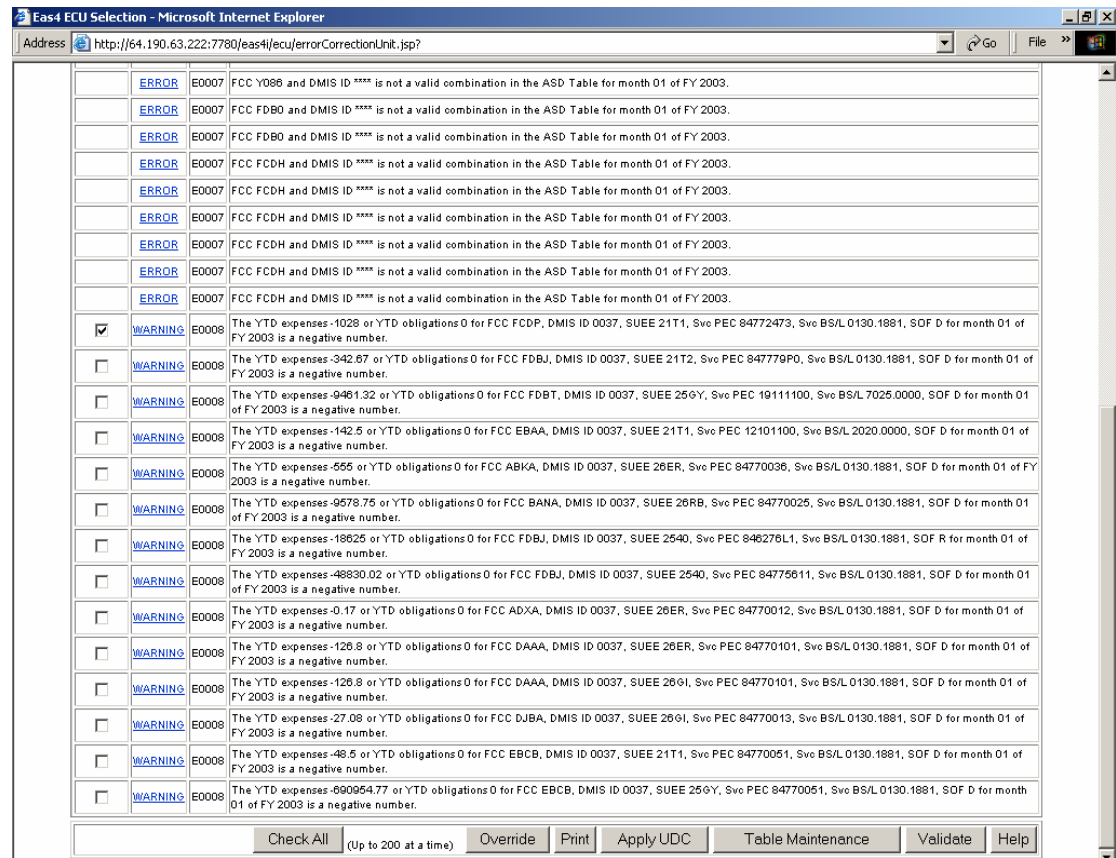
Figure 4-4. Error Correction Unit – Browse Window

NOTE: To select and override more than one warning at a time, click the **Check All** button. A check (√) appears in the column to the left of selected **warnings**.

3. Click the **Override** button.

4. Click **OK**.

5. In the "Documentation Code and Comments" window, under "Documentation", in the "Code and Description" box, select the **documentation code**.

6. In the "Comments" box, type **the comments**.

NOTE: Comments are not required.

7. Click **OK**.

4.7.2 Overriding Initial Validation Warnings via the ECU Download

To override initial validation warnings in the ECU Download,
complete the following steps:

1. In the "Error Correction Unit – Browse" window, under
    "Select Type", click **Warnings**.

2. In the list, select a **warning**.

NOTE: To select and override more than one warning at a time, hold
down the shift button while selecting the warnings you want to
override.

3. From the "Main" menu select **Function**.

4. Click **Override Warnings**.

5. Click **OK**.

6. In the "Documentation Code and Comments" window,
    under "Documentation", in the "Code and Description"
    box, select the **documentation code**.

7. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

8. Click **OK**.

4.7.3 Correcting Initial Validation Warnings Using the Financial Detail Window

You need to correct an initial validation warning using the Financial
Detail window when an incorrect code or amount generates the
warning.

To correct financial initial validation warnings using the Financial
Detail window, complete the following steps:

1. In the "Error Correction Unit – Browse" window, in the
    list, click **Warning**.

2. In the "Error Correction Unit – Financial Detail" window,
    in the list, view the associated warning with the record.

Figure 4-5. Error Correction Window – Browse (View Warnings) Window

3. Make the necessary corrections in the fields that are incorrect.

NOTE: Only the fields involved in the exception are accessible (non-grayed out). Only valid codes are available on a dropdown menu. The system does not allow invalid codes to be entered.

---

4. Click **OK**.

5. In the "Code and Description" box, select the **documentation code**.

6. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

---

7. Click **OK**.

Figure 4-6. Error Correction Unit – Financial Data Window

4.7.4   Correcting Initial Validation Warnings by Adjusting Data via the ECU Download

To correct initial validation warnings by making data adjustments, complete the following steps:

1.   In the "Error Correction Unit – Browse" window, click **Function - Adjustments – Adjust previous/current month**.

Figure 4-7. Error Correction Unit – Browse (Function Adjustments) Window

NOTE: Only the month that requires the adjustment will be enabled.

2. In the "Adjustments – Financial Data" window, in the "Financial" window, in the "Sub-Type" box, select **Expenses/Obligations**.

3. Select the **Calendar Month and Calendar Year for the previous or current month**.

4. Click **Function - Add**.

5. In the "Adjustments – Add Financial" window, under "Work Center", in the "DMIS ID" box, select the **DMIS ID**.

6. In the "Functional Cost Code" box, select the **FCC**.

NOTE: **For Air Force**, in the "RC/CC" box, select the RC/CC.

7. When you select the RC/CC, the Functional Cost Code box is automatically populated.

8. Under "Year-To-Date Amounts," for Actual, in the "Expenses" box, type the **expense amount**.

9. In the "Obligations" box, type the **obligation amount**.

NOTE: For Air Force, in the "Actual" box under "Obligations", enter the **obligations**.

---

10. Under "Service-Unique Expense Codes", in the "Expense Element" box, select the **expense element**.

11. In the "Program Element Code" box, select the **program element code**.

12. In the "Basic Symbol/Limit" box, select the **Basic Symbol/Limit code**.

13. In the "Source of Funds" box, select the **source of funds**.

14. Click **OK**.

NOTE: Documentation Code and Comments are not required.

---

15. Click **OK**.

16. If you want to add another record, repeat steps 4 through 16.

17. If you want to return to the ECU, on the "Main" menu, select **ECU**.

4.7.5   Correcting Initial Validation Warnings by Adjusting Data

You need to correct initial validation warnings by adjusting data when a missing record in either the previous or current month's data generates the warning.

To correct initial validation warnings by making data adjustments, complete the following steps:

1. In the "Error Correction Unit – Browse" window, in the list, click **Adjust Previous**.

2. In the "Adjustments – Financial Data" window, in the "Financial" window, in the "Sub-Type" box, select **Expenses/Obligations**.

3. Select the **Calendar Month and Calendar Year** for the previous month.

4. Click the **Add toolbar** button.

5. In the "Adjustments – Add Financial" window, under "Work Center", in the "DMIS ID" box, select the **DMIS ID**.

6. In the "Functional Cost Code" box, select the **FCC**.

NOTE: **For Air Force**, in the "RC/CC" box, select the **RC/CC**.

---

7. When you select the RC/CC, the Functional Cost Code box is automatically populated.

8. Under "Year-To-Date Amounts," for Actual, in the "Expenses" box, type the **expense amount**.

9. In the "Obligations" box, type the **obligation amount**.

NOTE: For Air Force, in the "Actual" box under "Obligations", enter the **obligations**.

---

10. Under "Service-Unique Expense Codes", in the "Expense Element" box, select the **expense element**.

11. In the "Program Element Code" box, select the **program element code**.

12. In the "Basic Symbol/Limit" box, select the **Basic Symbol/Limit code**.

13. In the "Source of Funds" box, select the **source of funds**.

14. Click **OK**.

NOTE: Documentation Code and Comments are not required.

---

15. Click **OK**.

16. If you want to add another record, repeat steps 4 through 16.

17. If you want to return to the ECU, on the "Main" menu, select **ECU**.

4.8   Addressing Initial Validation Errors

The data generating the initial validation errors must be corrected before financial data can migrate. To <u>correct an error</u> means to correct or adjust the data that caused the error.

Table 4-5 describes when to use each method of correcting financial initial validation errors:

Table 4-5. Validation Errors

Method	When to Use
Using user-defined corrections	Use user-defined corrections when a code that has been changed and is affecting a large number of records for a specific time period generates the errors.
Using the Financial Detail window	Correct the error through the Financial Detail window when an invalid code or amount generates the error.
Updating the ASD Table	Update the ASD Table when an invalid code on the ASD Table generates the error.
Adjusting data	Adjust data when a missing record in the data from the current month generates the error.

4.8.1   Correcting Initial Validation Errors Using the Financial Detail Window

In this topic, you will learn to correct initial validation errors using the Financial Detail window.

You need to correct an initial validation error using the Financial Detail window when an incorrect code or amount generates the error.

To correct initial validation errors using the Financial Detail window, complete the following steps:

1. In the "Error Correction Unit – Browse" window, under "Select Type", click **Errors**.

2. In the list, select an **error**.

Figure 4-8. Table Maintenance – Account Subset Definition (ASD) Table Window

3. In the "Error Correction Unit – Financial Data" window, in the list, view the warnings and errors associated with the record.

4. Make the necessary corrections in the fields that are incorrect.

> **NOTE**: Only the fields involved in the exception are non-grayed out and accessible. Only valid codes are available on a dropdown menu. The system does not allow invalid codes to be entered.

5. Click **OK**.

6. In the "Documentation Code and Comments" window, under "Documentation", in the "Code and Description" box, select the **documentation code**.

7. In the "Comments" box, type the **comments**.

> **NOTE**: Comments are not required.

8. Click **OK**.

4.8.2   Correcting Initial Validation Errors by Deleting a Record

You need to correct an initial validation error by deleting a record when a faulty record generates the error.

To correct initial validation errors by deleting a record, complete the following steps:

1. In the "Error Correction Unit – Browse" window, in the list, select an **error**.

2. In the "Error Correction Unit – Financial Data" window, in the list, view the warnings and errors associated with the record.

3. Click **Delete**.

4.8.3   Correcting Initial Validation Errors by Updating the ASD Table

You need to correct initial validation errors by updating the ASD table when an invalid code on the ASD Table generates the error.

To correct initial validation errors by updating the ASD Table, complete the following steps:

1. In the "Error Correction Unit – Browse" window, click the **Table Maintenance** button.

2. In the "Table Maintenance: User-Defined Correction" window, in the "Select Table" box, select **Account Subset Definition, (ASD) Table**.

3. If you want to add a record, click the **Add** button.

4. In the "Table Maintenance –Account Subset Definition (ASD)" window, add the record.

5. If you want to update a record in the list, select a **record**.

6. Click the **Update** button.

7. In the "Table Maintenance – Update Account Subset Definition (ASD)"window, **update the record**.

NOTE: Refer to Section 2, for instructions on updating the ASD Table.

---

8. Click **OK**.

9. If you want to make additional updates to the ASD Table, repeat steps 3 through 8.

10. If you want to return to the ECU, on the "Main" menu, select **ECU**.

4.8.4   Correcting Initial Validation Errors by Adjusting Data

You need to correct an initial validation error by making data adjustments when a missing record in either the previous or current month's data generates the error.

To correct initial validation errors by making adjustments, complete the following steps::

1. In the "Error Correction Unit – Browse" window, select the **error you want to correct**.

2. In the "Error Correction Unit – Browse" window, in the list, click **Adjust Previous**.

3. In the "Adjustments – Financial Data" window, in the "Financial" window, in the "Sub-Type" box, select **Expenses/Obligations**.

4. Select the **Calendar Month and Calendar Year** for the previous or current month.

5. In the "Adjustments – Add Financial Data" window, under "Work Center", in the "DMIS ID" box, select the **DMIS ID**.

NOTE: **For Air Force**, in the "RC/CC" box, select the **RC/CC**. When you select the RC/CC, the Functional Cost Code box is automatically populated.

---

6. Under "Year-To-Date Amounts", in the "Actual" box, under "Expenses", enter the **expenses**.

7. In the "Actual" box, under "Obligations", enter the **obligations**.

8. Under "Service-Unique Expense Codes", in the "Expense Element" box, select the **expense element**.

9. In the "Program Element Code" box, select the **program element code**.

---

10. In the "Basic/Symbol Limit" box, select the **basic/symbol limit**.

11. In the "Source of Funds" box, select the **source of funds**.

12. Click **OK**.

NOTE: Documentation Code and Comments are not required.

---

13. Click **OK**.

4.8.5   Correcting Initial Validation Errors by Adjusting Data via the ECU Download

To correct initial validation errors by making adjustments, complete the following steps:

1. In the "Error Correction Unit – Browse" window, click **Function - Adjustments – Adjust previous/current month**.

NOTE: Only the month that requires the adjustment will be enabled.

---

2. In the "Adjustments – Financial Data" window, in the "Financial" window, in the "Sub-Type" box, select **Expenses/Obligations**.

3. Select the **Calendar Month and Calendar Year for the previous or current month**.

4. From the "Main" menu select **Function**.

5. Click **Add**.

6. In the "Adjustments – Add Financial Data" window, under "Work Center", in the "DMIS ID" box, select the **DMIS ID**.

NOTE: For Air Force, in the RC/CC box select the RC/CC. When you select the RC/CC, the Functional Cost Code box is automatically populated.

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7. Under "Year-To-Date Amounts", in the "Actual" box, under "Expenses", enter the **expenses**.

8. In the "Actual" box, under "Obligations", enter the **obligations**.

9. Under "Service-Unique Expense Codes", in the "Expense Element" box, select the **expense element**.

10. In the "Program Element Code" box, select the **program element code**.

11. In the "Basic/Symbol Limit" box, select the **basic/symbol limit**.

---

12. In the "Source of Funds" box, select the **source of funds**.

13. Click **OK**.

NOTE: Documentation Code and Comments are not required.

---

14. Click **OK**.

4.8.6   Correcting Initial Validation Errors Using User Defined, Corrections

User defined corrections enable you to transfer several records for a specified time period simultaneously based on a DMIS ID, SUEE and/or an FCC. If you choose to transfer records from a data element, you must also choose a data element to receive the records. You may apply multiple records in the User Defined Table at one time.

You may need to correct an initial validation error using User Defined Corrections when errors are generated by an invalid code that is affecting a large number of records for a specified time period.

User Defined Corrections can be added via the Web application only. In the ECU download you can only apply the User Defined Correction.

To correct initial validation errors using user defined corrections, complete the following steps:

1. In the "Error Correction Unit – Browse" window, click **Table Maintenance,** in the "Select Table" box, select **User Defined Table**.

2. If you want to add a record, click the **Add** button.

3. You want to update a record, in the list, select a **record** and click the **Update** button.

4. "Under Data Type", select **FINANCIAL**.

NOTE: This is the default setting.

---

5. Under "Effective Date Range", in the "date" boxes, select the **start** and **end dates**.

NOTE: The defaults for the start and end dates are the current date and the end of the fiscal year.

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6. If you want to transfer data between DMIS IDs, in the "From DMIS ID" box, select the **DMIS ID from which you want to transfer the data**.

7. If you selected a DMIS ID from which to transfer data, in the "To DMIS ID" box, select the **DMIS ID to receive the data**.

8. If you want to transfer data between FCCs, in the "From Functional Cost Code" box, select the **FCC from which you want to transfer data**.

NOTES: **For Air Force personnel**; if you want to transfer data between RC/CCs, in the "From RC/CC" box, select the **FCC from which you are transferring data**.

You may use the % symbol to substitute for any character.

9. If you selected an FCC from which to transfer data, in the "To Functional Cost Code" box, select the **FCC to receive the data**.

NOTES: **For Air Force** if you selected an RC/CC to transfer from, in the "To RC/CC" box, select the **FCC to which you are transferring data**.

For Army if you selected a SUEE to transfer from, in the "To Service-Unique Expense Element" box, select the **SUEE that will receive the data**.

10. In the "Correction Description" box, type the **description of the corrections you made**.

NOTE: A description is not required.

11. Click **OK**.

NOTE: You can delete a record by clicking the **Delete** button. You can delete a record only if it has not been applied.

12. If you want to add additional records, repeat steps 3 through 12.

13. If you want to return to the ECU, in the "Table Maintenance" window, on the "Main" menu, select **ECU**.

14. In the "Error Correction Unit – Browse" window, on the "Function" menu, select **Apply User-Defined Table – Corrections**.

15. In the "Confirm" window, click **Yes**..

4.9 Saving Corrections Performed via the ECU Download

Before you can revalidate financial source data, you need to upload corrections to errors and/or warnings to the server. To upload your corrections to the server, complete the following steps:

1. From the "Main" menu click **Function**.
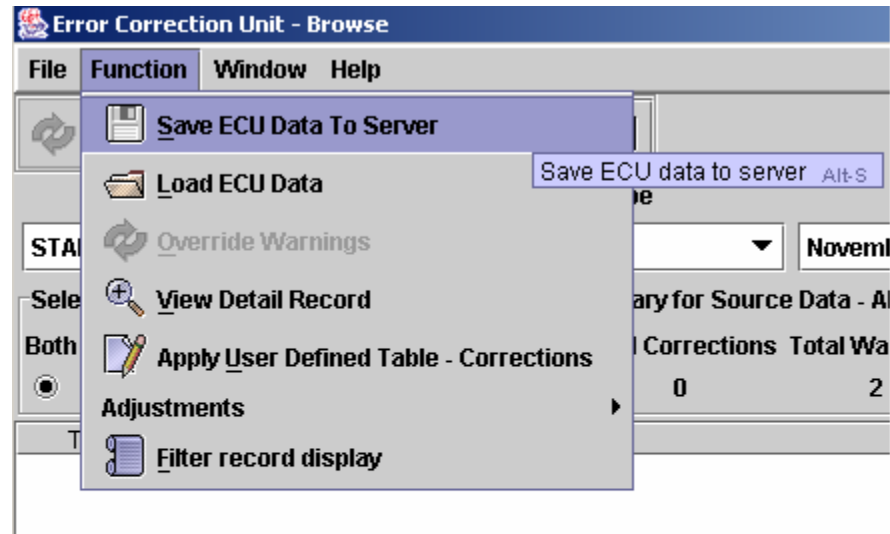
Figure 4-9. Error Correction Unit – Browse (Function) Window

2. Click **Save ECU Data To Server**.

3. Click **File – Exit.**

4.10 Revalidating Financial Source Data

You need to revalidate a financial source data file after you have addressed all initial validation warnings and errors.

Financial source data must be successfully validated before it can migrate. Revalidation compares a source data file to the business rules and master code tables after a source data file has been manipulated by a user to address initial validation warnings and errors.

To revalidate a source data file while in the ECU, complete the following steps:

1. In the "Error Correction Unit – Browse" window, click **Validate**.

2. In the "System Interface - Available to Validate" window, select the **source file**, **calendar month** and **calendar year**, then click **Validate**.

3. If no additional initial validation warnings or errors occur, complete the following:

    a. In the "Migration Passed" window, click **OK**.

    b. View the migrated data in "Adjustments" window.

NOTE: Refer to Section 8 for additional information on Adjustments.

4. If additional initial validation warnings or errors occur, complete the following:

    a. In the "Validation Message" window, click **Yes**.

    b. Address the warnings or errors in the ECU.

4.10.1 EAS IV Main Menu

To revalidate a financial source data file from the "EAS IV Main" menu, complete the following steps:

1. In the "EAS IV Main" menu toolbar, select **ECU**.

2. In the "ECU Browse" window, select the **Source Data System Name**.

3. In the "Calendar Month" box, select the **calendar month**.

4. In the "Calendar Year" box, select the **calendar year**.

5. Click **Validate**.

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5   Validating Personnel Data

5.1   Introduction

In this topic you learn to validate personnel data. After a personnel source data file is imported into EAS IV without import errors, the file can be validated. EAS IV performs initial validation checks on the imported personnel data to ensure that all codes and code combinations are allowed by the business rules and master code tables. When initial validation finds an exception to the business rules or master code tables, EAS IV generates an initial validation warning or error.

5.2   In this Section

This section includes the following:

- Initial Validation of Personnel Data

- Addressing Initial Validation Warnings

- Addressing Initial Validation Errors

- Revalidating Personnel Source Data

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5.3   Initial Validation of Personnel Data

Initial validation compares imported source data to the business rules and master code tables. A source data file may be validated several times. The same initial validation checks are performed on a source data file regardless of how many times the file has been validated.

Migrated personnel data are personnel data that have successfully passed all initial validation checks.

Table 5-1 describes the initial validation checks for personnel data:

Table 5-1. Initial Validation Checks

Check	Description
Assigned FTEs	Assigned FTEs with a skill type code of 1 (Clinician) must not have an FCC that begins with an A (Inpatient Care).
Assigned FTEs	Assigned FTEs with a skill type code of 1 (Clinician) must not have an FCC represents a cost pool.
Available FTEs	Available FTEs must not have a corresponding work hour amount greater than zero when the reported FTE amount is greater than zero.
Available FTEs	Available FTEs with a skill type code of 1 (Clinician) must not have an FCC that represents a cost pool.
Available Salary Expense	Verifies that Available Salary Expense is not a negative amount.
Available Salary Expense	The work hour amount corresponding to Available Salary Expense must be greater than zero when the reported salary expense amount is greater than zero.
Available Work Hours	The salary expense amount corresponding to Available Work Hours must be greater than zero when the reported work hour amount is greater than zero. This applies to all personnel categories except T, V, W, and X.
Available Work Hours	The FTE amount corresponding to Available Work Hours must be greater than zero when the reported work hour amount is greater than zero. This applies to all records reporting at least 1.68 work hours equating to at least .01 FTEs.
Duty Indicator Code	The Duty Indicator Code must exist on the Duty Indicator Master Table for the time period associated with the file.
FCC and DMIS ID combination	The FCC and DMIS ID combination must exist on the ASD Table for the time period associated with the file.
FTE/FTE Hours	The number of FTEs and the FTE hours must not be negative.
Inactive FCC and DMIS ID combination	FCC and DMIS ID combinations defined as inactive must not report personnel data.

Nonavailable FTEs	The work hour amount corresponding to Nonavailable FTEs must be greater than zero when the reported FTE amount is greater than zero.
Nonavailable FTEs	Nonavailable FTEs with a skill type code of 1 (Clinician) must not have an FCC that represents a cost pool.
Nonavailable FTEs	Nonavailable FTEs with a skill type code of 1 (Clinician) must not have an FCC that begins with an A (Inpatient Care).
Nonavailable Salary Expense	Nonavailable salary expense must not be a negative amount.
Nonavailable Salary Expense	The work hour amount corresponding to Nonavailable salary expense must be greater than zero when the reported salary expense amount is greater than zero.
Nonavailable Work Hours	The FTE amount corresponding to Nonavailable work hours must be greater than zero when the reported work hour amount is greater than zero. This applies to all records reporting at least 1.68 work hours equating to at least .01 FTEs.
Nonavailable Work Hours	The salary expense amount corresponding to Nonavailable work hours must be greater than zero when the reported work hour amount is greater than zero. This applies to all personnel categories except T, V, W, and X.
Occupation Code	The combination of the Occupation Code and the Skill Type Code must exist on the master code table.
Personnel Category Code	The Personnel Category Code must exist on the Personnel Category Code Master Table for the time period associated with the file.
SUEE	The SUEE must be defined on the SUEE Code Table for the time period associated with the file.
Service-Unique Basic Symbol/Limit	The Service-Unique Basic Symbol/Limit must be defined in the Service-Unique Basic Symbol/Limit Table for the time period associated with the file.
Service-Unique PEC	The Service-Unique PEC must be defined on the Service-Unique PEC Table for the time period associated with the file.
Skill Type Code/Skill Type Suffix	The combination of the Skill Type Code and the Skill Type Suffix must exist on the Skill Type Mapping Table for the time period associated with the file.
SOF Code	The SOF Code must exist in the SOF Table for the time period associated with the file.

5.3.1   Initial Validation Results

When the initial validation process detects no exceptions to the business rules and master code tables, records migrate and are written to the Personnel Accepted Table. Status information associated with a successful initial validation is recorded in the database and can be

viewed in the EAS IV Main Menu window on the Pre-Allocated Data Status table.

When the initial validation process detects one or more exceptions to the business rules or master code tables, EAS IV generates a warning or error. Status information about an unsuccessful initial validation attempt is recorded in the database and can be viewed in the EAS IV Main Menu window on the Pre Allocated Data Status table.

You need to perform initial validation after a personnel source data file has been imported from the Service Unique Personnel Subsystem to compare the data to the business rules and master code tables.

To perform initial validation for a personnel source data file, complete the following steps:

6. You have just completed a successful import of a personnel file.

7. In the "EAS IV Main Menu" toolbar, select the **System Interfaces**, **Available to Validate**.

8. In the "Source Data System Name" box, select a **Personnel file**.

9. In the "Calendar Year" box, select the **calendar year**.

10. In the "Calendar Month" box, select the **calendar month**.

11. Click **Validate**.

12. If no initial validation warnings or errors occur, view the migrated data in Adjustments.

NOTE: Refer to Section 8 for specific instruction on Adjustments.

13. If initial validation warnings or errors occur and you want to address them in the ECU, in the "Validate" window, click **Yes**.

5.3.2   Initial Validation Warnings

Initial validation warnings and errors are generated if exceptions to the business rules or master code tables are found in imported personnel data during initial validation. Initial validation warnings and errors must be addressed in the ECU before personnel source data can migrate.

An initial validation warning indicates that imported personnel data may be invalid. You must address all initial validation warnings because they indicate a discrepancy between the data and the business rules or master code tables.

An initial validation warning is generated when an exception of minor severity to the business rules or master code tables is found in imported data during initial validation.

Table 5-2 describes the initial validation warning for personnel data. In the warning message, <#> indicates a specific amount and <*> indicates a specific data element:

Table 5-2. Initial Validation Warnings

Exception Code	Warning Messages	Description
E0033 (Army)	*Clinician Assigned FTEs <#> are reported for FCC cost pool <*> for DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Clinician Assigned FTEs are reported for a cost pool for the current month.
E0035 (Army)	*Clinician Non-Avail Sick FTEs <#>, Non-Avail Leave FTEs <#>, Non-Avail Other FTEs <#> are reported for FCC cost pool <*> for DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Clinician Non-Available FTEs are reported for a cost pool for the current month.
E0038	*Personnel data is reported for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*> yet the work center is inactive.*	The FCC/DMIS ID combination is inactive for the time period of the record, yet personnel data are reported for the current month.

5.3.3   Initial Validation Errors

An initial validation error indicates that imported personnel data is invalid. You must correct all initial validation errors because they indicate a discrepancy between the data and the business rules or master code tables.

An initial validation error is generated when an exception of major severity to the business rules or master code tables is found in imported data during initial validation.

Table 5-3 describes initial validation errors for personnel data. In the
warning messages, <#> indicates an amount and <*> indicates a data
element:

Table 5-3. Initial Validation Errors

Exception Code	Error	Description
E0002	*The Svc PEC <*> is not a valid code in the Svc PEC Master Table for month <*> of FY <*>.*	The Service PEC is not a valid code on the Program Element Code Table for the current month.
E0003	*The SUEE <*> is not a valid code in the SUEE Master Table for month <*> of FY <*>.*	The SUEE is not a valid code on the SEEC and SUEE Table for the current month.
E0004 (Army)	*The Svc BS/L <*> is not a valid code in the Svc BS/L Master Table for month <*> of FY <*>.*	The Service BS/L is not a valid code on the Basic Symbol/Limit Code Table for the current month.
E0005	*The SOF <*> is not a valid code in the SOF Master Table for month <*> of FY <*>.*	The SOF is not a valid code on the SOF Table for the current month.
E0007	*FCC <*> and DMIS ID <*> is not a valid combination in the ASD Table for month <*> of FY <*>.*	The FCC/DMIS ID combination is not a valid combination on the ASD Table for the current month.
E0016	*The Skill Type Code <*> and Skill Type Suffix <*> combination is not a valid combination in the Skill Type Master Table for month <*> of FY <*>.*	The Skill Type Code/Skill Type Suffix combination is not a valid combination on the Skill Type/Skill Type Suffix Table for the current month.
E0017	*The Personnel Category Code <*> is not a valid code in the Personnel Category Code Master Table for month <*> of FY <*>.*	The Personnel Category Code is not a valid code on the Personnel Category Table for the current month.
E0018	*The Duty Indicator <*> is not a valid code in the Duty Indicator Master Table for month <*> of FY <*>.*	The Duty Indicator is not a valid code on the Duty Indicator Table for the current month.
E0019	*A negative Available FTE salary expense <#> was found for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	The Available FTE salary expense is a negative number for the current month.

E0020	*A negative Non-Available FTE salary expense <#> was found for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	The Non-Available FTE salary expense is a negative number for the current month.
E0021	*Available work hours <#> are reported without corresponding Available FTEs for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Available work hours are reported without corresponding Available FTEs for the current month.
E0022	*Available work hours <#> are reported without corresponding Available salary expense for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Available work hours are reported without corresponding Available salary expense for the current month.
E0023	*Available FTEs <#> are reported without corresponding Available work hours for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Available FTEs are reported without corresponding Available work hours for the current month.
E0025	*Available salary expense <#> is reported without corresponding Available work hours for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Available salary expense is reported without corresponding Available work hours for the current month.
E0027	*Non-Avail Sick hrs <#>, Non-Avail Leave hrs <#>, Non-Avail Other hrs <#> are reported without corresponding Non-Avail FTEs for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Non-Available work hours are reported without corresponding Non-Available FTEs for the current month.

E0028	*Non-Avail Sick hrs <#>, Non-Avail Leave hrs <#>, Non-Avail Other hrs <#> are reported without corresponding Non-Avail salary expense for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Non-Available work hours are reported without corresponding Non-Available salary expense for the current month.
E0029	*Non-Avail Sick FTEs <#>, Non-Avail Leave FTEs <#>, Non-Avail Other FTEs <#> are reported without corresponding Non-Avail work hours for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Non-Available FTEs are reported without corresponding Non-Available work hours for the current month.
E0031	*Non-Avail salary expense <#> is reported without corresponding Non-Avail work hours for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Non-Available salary expense is reported without corresponding Non-Available work hours for the current month.
E0033	*Clinician Assigned FTEs <#> are reported for FCC cost pool <*> for DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Clinician Assigned FTEs are reported for a cost pool for the current month.
E0034	*Clinician Available FTEs <#> are reported for FCC cost pool <*> for DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Clinician Available FTEs are reported for a cost pool for the current month.
E0035	*Clinician Non-Avail Sick FTEs <#>, Non-Avail Leave FTEs <#>, Non-Avail Other FTEs <#> are reported for FCC cost pool <*> for DMIS ID <*>, SUEE <*>, SvcPEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Clinician Non-Available FTEs are reported for a cost pool for the current month.

E0036	*Clinician Non-Avail Sick FTEs <#>, Non-Avail Leave FTEs <#>, Non-Avail Other FTEs <#> are reported for 'A' account FCC <*> for DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Clinicians Non-Available FTEs are reported for an A account FCC for the current month.
E0037	*Clinicians Assigned FTEs <#> are reported for 'A' account FCC <*> for DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Clinician Assigned FTEs are reported for an A account FCC for the current month.
E0040	*The Svc Occupation Code <*> and Skill Type Code <*> combination does not exist in the Svc Occupation Code/Skill Type Code Master Table for month <*> of FY <*>.*	The Service Occupation Code/Skill Type Code combination does not exist on the Occupation Code Table for the current month.
E0046	*A negative amount was found in one or more of the FTE and FTE Hours fields for FCC <*>, DMIS ID <*>, SUEE <*>, Service PEC <*>, Service BS/L <*>, SOF <*> for month <*> of FY <*>.*	A negative amount exists in one or more of the FTE and Hours fields for the current month.
E0083 (Air Force)	*The 3rd-level SUEE <*> is not a valid code in the SUEE Master Table for month <*> of FY <*>.*	The 3rd-level SUEE is not a valid code in the SUEE Master Table for the current month.
E0089	*The Svc BS/L <*> and SUEE <*> for month <*> of FY <*> does not map to a DoD BS/L.*	The Service BS/L and SUEE do not map to a DoD BS/L.
E0096	*Salary expense %n was found for FCC %s, DMIS ID %s, SUEE%s, Svc PEC %s, Svc BS/L %s, SOF %s for month %s of FY %s.*	Salary expense was received for a personnel record mapped to DOD SEEC Category 5 (Contractual Services)
E0097	*Non-available workhours %n was found for FCC %s, DMIS ID %s, SUEE%s, Svc PEC %s, Svc BS/L %s, SOF %s for month %s of FY %s.*	Non-available workhours were received for a personnel record mapped to DOD SEEC Category 5 (Contractual Services)

E0098	*Non-available FTEs %n was found for FCC %s, DMIS ID %s, SUEE%s, Svc PEC %s, Svc BS/L %s, SOF %s for month %s of FY %s.*	Non-available FTEs were received for a personnel record mapped to DOD SEEC Category 5 (Contractual Services)
E0099	*The Personnel Category Code %s is not a valid code for FCC %s, DMIS ID %s, SUEE%s, Svc PEC %s, Svc BS/L %s, SOF %s for month %s of FY %s.*	The personnel category is not a valid code for a personnel record mapped to DOD SEEC category 5 (Contractual Services).
E0100	The Occ Code is not valid for the given time period.	The Occ Code is not valid for the given time period.

5.3.4   Viewing and Printing Validation Errors and Warnings

You need to view initial validation warnings and errors to determine how to address them. You may want to print the warnings and errors to keep a hard copy file.

To view and print personnel initial validation warnings and errors, complete the following steps:

1. If warnings and errors were generated during initial validation and you want to view them in the ECU, in the "Validate Message" window, click **Yes**.

2. If you want to go to the ECU from the main menu, complete the following:

    a. In the "EAS IV Main Menu", select **ECU**.

    b. In the "Error Correction Unit – Browse" window, in the "Source Data" box, select a **source system**.

3. In the "Data Type" box, select the **data type**.

4. In the "Calendar Year" box, select the **calendar year**.

5. In the "Calendar Month" box, select the **calendar month**.

NOTE: The Data Type, Calendar Year, and Calendar Month boxes populate with the last file of the selected source system that you validated.

6. If you want to view both warnings and errors, under "Select Type", click **Both**.

NOTE: This is the default setting.

7. If you want to view errors only, under "Select Type", click **Errors**.

8. If you want to view warnings only, under "Select Type", click **Warnings**.

9. Click **Get**.

10. Click the **Print** button.

NOTE: This step launches BusinessObjects and may take several minutes.

11. In the "BusinessObjects" window, click the **Print toolbar** button.

NOTE: Refer to section 4.4.1.1 in Validating Financial Data for instructions on how to view initial warnings and errors via the ECU Download.

5.4   Using the ECU Download

The ECU Download function is the most appropriate method if you have many corrections. This mechanism allows you to download errors and warnings to your desktop where you can complete the required corrections without maintaining a connection to the Web application.   After corrections are completed, the information is uploaded to the Web application.

It is important to remember that both mechanisms achieve the same result and cannot be used simultaneously. For example, if a user is correcting financial errors via the ECU download, a second user will be "locked out" of the ECU Web financial area until the first user uploads the corrections.

The application software required for these activities should have been loaded on your desktop during the initial deployment of the EAS IV Web-enabled application.

5.5   Addressing Initial Validation Warnings

You can either override the warning or correct the problem that caused the warning. All initial validation warnings must be addressed before personnel data can migrate.

To override a warning means to accept the data into the system as valid.

To correct a warning means to correct the data that caused the warning.

Table 5-4 describes when to use each method of addressing personnel initial validation warnings:

Table 5-4. Methods

Method	When To Use
Overriding the warning	Override a warning when the data generating the warning are valid.
Using the Personnel Detail window	Correct the warning through the Personnel Detail window when an invalid code or amount generates the warning.
Deleting the record	Delete the record when the record generating the warning is faulty.

5.5.1 Overriding Initial Validation Warnings

You need to override an initial validation warning when the data generating the warning are valid.

To override initial validation warnings, complete the following steps:

1. In the "Error Correction Unit – Browse" window, under **Select Type**, click **Warnings**.

2. In the list, select a **warning**.

NOTE: To select and override more than one warning at a time, click the **Check All** button. A check (√) appears in the column to the left of selected warnings.

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3. Click the **Override** button.

4. In the "Documentation Code and Comments" window, under "Documentation", in the "Code and Description" box, select the **documentation code**.

5. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

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6. Click **OK**.

NOTE: Refer to section 4.7.2 for instructions on overriding initial validation warnings via the ECU Download.

5.5.2 Correcting Initial Warnings Using the Personnel Detail Window

You need to correct an initial validation warning using the Personnel Detail window when an incorrect code or amount generates the warning.

To correct personnel initial validation warnings using the "Personnel Detail" window, complete the following steps:

1. In the "Error Correction Unit – Browse" window, in the list, click **Warning**.

2. In the "Error Correction Unit – Personnel Detail" window, in the list, view the warnings and errors associated with the record.

3. Make the necessary corrections in the fields that are incorrect.

NOTE: Only the fields involved in the exception are not grayed out and accessible. Only valid codes are available on a dropdown menu. The system does not allow invalid codes to be entered.

4. In the "Code and Description" box, select the **documentation code**.

5. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

6. Click **OK**.

5.6   Addressing Initial Validation Errors

The data generating the initial validation errors must be corrected before personnel data can migrate. To correct an error means to correct the data that caused the error.

Table 5-5 describes when to use each method of correcting personnel initial validation errors:

Table 5-5. Methods

Method	When to Use
Using user-defined corrections	Use user-defined corrections when a code that has been changed and is affecting a large number of records for a specific time period generates the errors.
Using the Personnel Detail window	Correct the error through the Personnel Detail window when an invalid code or amount generates the error.
Updating the ASD Table	Update the ASD Table when an invalid code on the ASD Table generates the error.

5.6.1   Correcting Initial Validation Errors Using User-Defined Corrections

User defined corrections enable you to transfer several records for a specified time period simultaneously based on a DMIS ID and/or an FCC. If you choose to transfer records from a data element, you must also choose a data element to receive the records. You may apply multiple records in the User Defined Table at one time.

NOTE: You may need to correct an initial validation error using user defined corrections when errors are generated by an invalid code that is affecting a large number of records for a specified time period.

To correct personnel initial validation errors using user defined corrections, complete the following steps:

1. In the "Error Correction Unit – Browse" window, click the **Table Maintenance** button.

2. In the "Table Maintenance - User Defined Correction" window, in the "Select a Table" dropdown box, select **User Defined Correction (UDC)**.

3. If you want to add a record, click the **Add** button. In the "Table Maintenance - Insert User-Defined [Correction]" window, select **Transfer**.

NOTE: This is the default setting.

4. If you want to update a record, complete the following:

    a. In the list, select a **record**.

    b. Click the **Update** button.

    c. In the "Table Maintenance - Update User-Defined [Correction]" window, select **Transfer**.

NOTE: This is the default setting.

---

5. Under "Data Fiscal Year", in the box, select the **fiscal year**.

6. On the "Table Maintenance - Insert User-Defined [Correction]", under "Data Type", select **Personnel**.

7. If you want to transfer data between DMIS IDs, in the "From DMIS ID" box, select the **DMIS ID from which you want to transfer the data**.

8. If you selected a DMIS ID from which to transfer data, in the "To DMIS ID" box, select the **DMIS ID to receive the data**.

9. If you want to transfer data between FCCs, in the "From Functional Cost Code" box, select the **FCC from which you want to transfer data**.

NOTE: You may use the % symbol to substitute for any character.

---

10. If you selected an FCC from which to transfer data, in the "To Functional Cost Code" box, select the **FCC to receive the data.**

11. Under "Effective Date Range", in the "Apply Record From" box, select the **start date**.

NOTE: The default start date is the current date.

---

12. In the "Through" box, select the **end date**.

NOTE: The default end date is the end of the current fiscal year.

---

13. In the "Correction Description" box, type the **description of the corrections you made**.

NOTE: A description is not required.

---

14. Click **OK**.

15. If you want to add additional records, repeat steps 3 through 14.

16. If you want to return to the ECU, in the "EAS IV Main Menu" toolbar, select **ECU.**

17. In the "Error Correction Unit – Browse" window, click the **Apply UDC** button.

18. In the "Confirm" window, click **Yes**.

19. In the "Documentation Code and Comments" window, under "Documentation", in the "Code and Description" box, select the **documentation code**.

20. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

---

21. Click **OK**.

5.6.2 Correcting Initial Validation Errors Using the Personnel Detail Window

You need to correct an initial validation error using the Personnel Detail window when an incorrect code or amount generates the error.

To correct personnel initial validation errors using the Personnel Detail window, complete the following steps:

1. In the "Error Correction Unit – Browse" window, under "Select Type", click **Errors**.

2. In the list, select an **error**.

3. In the "Error Correction Unit – Personnel Data" window, in the list, view the warnings and errors associated with the record.

4. Make the necessary corrections in the fields that are incorrect.

NOTE: Only the fields involved in the exception are highlighted and accessible. Only valid codes are available on a dropdown menu. The system does not allow invalid codes to be entered.

---

5. In the "Code and Description" box, select the **documentation code**.

6. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

---

7. Click **OK**.

5.6.3 Correcting Initial Validation Errors by Updating the ASD Table

You need to correct initial validation errors by updating the ASD table when an invalid code on the ASD Table generates the error.

To correct initial validation errors by updating the ASD Table, complete the following steps:

1. In the "Error Correction Unit – Browse" window, click **Table Maintenance** button.

2. In the "Table Maintenance: User-Defined Correction" window, in the dropdown box, select **Account Subset Definition (ASD) Table**.

3. If you want to add a record, complete the following:

   a. Click the **Add** button.

   b. In the "Table Maintenance –Account Subset Definition (ASD)" window, add the **record.**

4. If you want to update a record, complete the following:

   a. In the list, select a **record**.

   b. Click the **Update** button.

   c. In the "Table Maintenance – Update Account Subset Definition (ASD)" window, **update the record**.

NOTE: Refer to Section 2, Maintaining the ASD Table, for instruction on updating the ASD Table.

5. Click **OK**.

6. If you want to make additional updates to the ASD Table, repeat steps 3 and 4.

7. If you want to return to the ECU, on the "EAS IV Main Menu" toolbar, select **ECU**, click **ECU**.

5.7   Saving Corrections Performed via the ECU Download

Before you can revalidate financial source data, you need to upload corrections to errors and/or warnings to the server. To upload your corrections to the server, complete the following steps:

1. From the "Main" menu click **Function**.
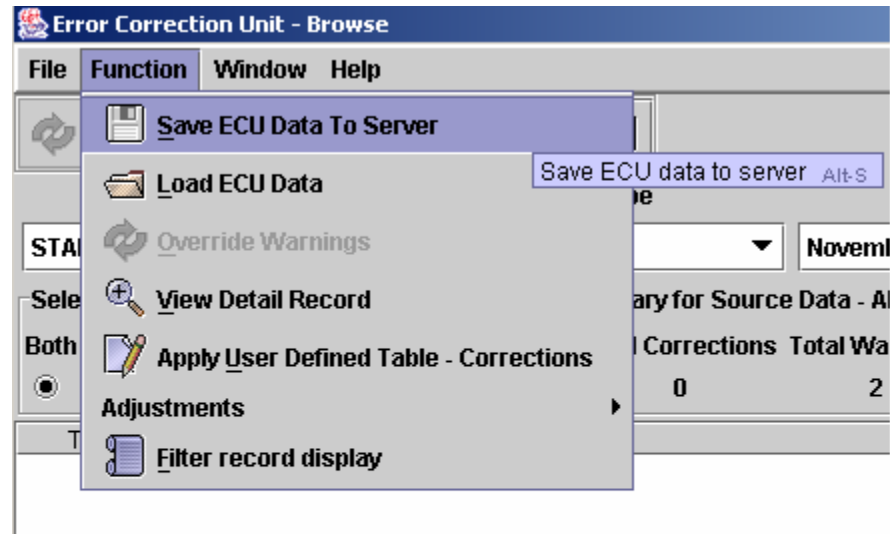
Figure 5-1. Error Correction Unit – Browse (Function) Window

2. Click **Save ECU Data To Server**.

3. Click **File – Exit.**

5.8   Revalidating Personnel Source Data

Revalidation compares a source data file to the business rules and master code tables after a source data file has been manipulated by a user to address initial validation warnings and errors.

NOTE: Refer to the beginning of this unit for instructions on the validation checks for personnel source data.

You need to revalidate a personnel source data file after you have addressed all initial validation warnings and errors.

To revalidate a source data file while in the ECU, complete the following steps:

1. In the "Error Correction Unit – Browse" window, click **Validate**.

2. If no additional initial validation errors or warnings occur, complete the following:

    a. In the "Migration Passed" window, click **OK**.

    b. View the migrated data in Adjustments.

NOTE: Refer to Section 8 Adjusting Financial Data for instruction on Adjustments.

3. If additional initial validation errors or warnings occur, complete the following:

    a. In the "Validation Message" window, click **Yes**.

    b. Address the warnings or errors in the ECU.

5.8.1   EAS IV Main Menu

To revalidate a personnel source data file from the EAS IV Main Menu, complete the following steps:

1. In the "EAS IV Main Menu" toolbar, select **System Interfaces**, click **Available to Validate**.

2. In the "Source Data System Name" box, select the **Personnel file**.

3. In the "Calendar Year" box, select the **calendar year**.

4. In the "Calendar Month" box, select the **calendar month**.

5. Click **Validate**.

6. Repeat steps 2 and 3 under Revalidating Personnel Data.

NOTE: Refer to Section 8 Adjusting Financial Data for instruction on Adjustments.

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6   Validating Workload Data

6.1   Introduction

In this topic, you learn to validate workload data. After a workload source data file is imported into EAS IV without import errors, the file can be validated. EAS IV performs initial validation checks on the imported workload data to ensure that all codes and code combinations are allowed by the business rules and master code tables. When initial validation finds an exception to the business rules or master code tables, EAS IV generates an initial validation warning or error.

6.2   In this Section

This section includes the following:

- [Initial Validation of Workload Data](#)

- [Overriding Initial Validation Warnings](#)

- [Addressing Initial Validation Errors](#)

- [Revalidating Workload Source Data](#)

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6.3   Initial Validation of Workload Data

Workload source data have unique validation checks. In addition, CHCS and WMSN source data contain two different data types. Validation checks exist for each data type.

Initial validation compares imported source data from source systems to the business rules and master code tables. A source data file may be validated several times. The same initial validation checks are performed on a source data file regardless of how many times the file has been validated.

Migrated workload data are workload data that have successfully passed all initial validation checks.

Table 6-1 through 6-6 describe the initial validation checks for workload data:

Table 6-1. Initial Validation Checks for CHCS Data Set Data

Check	Description
CPT Codes	The CPT code and CPT modifier must exist on the CPT Master Code Table.
FCC Data Set	The FCC/Data Set/DMIS ID combination must be valid on the Master Code Table.
Providing FCC/DMIS ID	The providing FCC/DMIS ID combination must exist on the ASD Table.
Raw Statistical Amount	The sum of the beneficiary category counts must be equal to the raw statistical amount in each record.
Requesting FCC/DMIS ID	The requesting FCC/DMIS ID combination must exist on the ASD Table.
Statistical Amounts	Neither the raw statistical amount nor the weighted statistical amount can be a negative number.
Workload	For month two and beyond of the fiscal year, if workload exists for the current month, workload must exist for the previous month.
Workload	For month two and beyond of the fiscal year, if workload exists for the previous month, workload must exist for the current month.

Table 6-2. Initial Validation Checks for CHCS Enrollment Data

Check	Description
DMIS ID	The DMIS ID must exist on the DMIS ID Master Table.
Patient Count	The patient count must not be a negative number.

Table 6-3. Initial Validation Checks for WMSN Data Set Data

Check	Description
CPT Codes	The CPT code and CPT modifier must exist on the CPT Master Code Table.
FCC Data Set	The FCC/Data Set/DMIS ID combination must be valid on the Master Code Table.
Providing FCC/DMIS ID	The providing FCC/DMIS ID combination must exist on the ASD Table.
Raw Statistical Amount	The sum of the beneficiary category counts must be equal to the raw statistical amount in each record.
Requesting FCC/DMIS ID	The requesting FCC/DMIS ID combination must exist on the ASD Table.
Statistical Amounts	The raw statistical amount and the weighted statistical amount must not be negative numbers.
Workload	For month two and later of the fiscal year, if workload exists for the current month, workload must exist for the previous month.
Workload	For month two and later of the fiscal year, if workload exists for the previous month, workload must exist for the current month.

Table 6-4. Initial Validation Checks for DRG Data

Check	Description
Nursing Hours and Number of Patients	The nursing hours and the number of patients must not be a negative number.
Patient Acuity Category Code	The patient acuity category code must exist on the Patient Acuity Category Code Master Code Table.

Table 6-5. Initial Validation Checks for WMSN Patient Acuity Data

Check	Description
Nursing Hours and Number of Patients	The nursing hours and the number of patients must not be a negative number.
Patient Acuity Category Code	The patient acuity category code must exist on the Patient Acuity Category Code Master Code Table.

Table 6-6. Initial Validation Checks for ADM Data

Check	Description
FCC/DMIS ID	The FCC/DMIS ID combinations must exist on the ASD Table.
Summary Records	The Summary records must be valid.
CPT codes	The CPT code and CPT modifier must exist on the CPT Master Code Table.
CPT codes and Units of Service	The CPT codes must be reported with corresponding units of service.

Patient Category codes	The patient acuity category code must exist on the Patient Acuity Category Code Master Code Table.
New Appointments	There should be no duplicate appointment records.

6.3.1   Initial Validation Results

When the initial validation process detects no exceptions to the business rules and master code tables, records migrate and are written to the Clean Workload Accepted Tables. Status information associated with a successful initial validation can be viewed in the EAS IV Main Menu on the Pre-Allocated Data Status window.

When the initial validation process detects one or more exceptions to the business rules or master code tables, EAS IV generates a warning or error. Status information about an unsuccessful initial validation attempt is recorded in the database and can be viewed in the EAS IV Main Menu window on the Pre-Allocated Data Status window.

6.4   Performing Initial Validation

You need to perform initial validation after workload source data files have been imported from CHCS, ADM or DRG to compare the data to the business rules and master code tables.

To perform initial validation for workload source data files, complete the following steps:

You have just completed a successful import of a workload file and can begin the validation process.

1. In the "EAS IV Main Menu", select System Interfaces Available to Validate.

2. In the "Source Data System Name" box, select the **workload file**.

3. In the "Calendar Year" box, select the **calendar year**.

4. In the "Calendar Month" box, select the **calendar month**.

NOTE: The defaults for Calendar Month and Calendar Year boxes are the month and year incorporated in the ADM and DRG file names.

5. Click **Validate**.

6. If no initial validation warnings or errors occur, view the migrated data in Adjustments.

NOTE: Refer to Section 9 for instruction on Adjustments.

7. If initial validation warnings or errors occur and you want to address them in the ECU, in the "Validation Message" window, click **Yes**.

6.5   Initial Validation Warning

An <u>initial validation warning</u> is generated when an exception of minor severity to the business rules or master code tables is found in imported data during initial validation.

An initial validation warning indicates that imported CHCS or WMSN data set data may be invalid. You must address all initial validation warnings because they indicate a discrepancy between the data and the business rules.

The following table describes initial validation warnings for CHCS data set data. In the warning messages, <#> indicates a specific amount and <*> indicates a specific data element:

Table 6-7. CHCS Data Set Initial Validation Warnings

Exception Code	Warning Message	Description
E0056	*Workload for Data Set ID <*>, FCC <*>, DMIS ID <*>, raw statistical amount <#>, weighted statistical amount <#>, received for month <*> of FY <*> was not received last month.*	Data set workload received this month was not received last month.
E0057	*Workload for Data Set ID <*>, FCC <*>, DMIS ID <*>, received for month <*> of FY <*> was not received this month.*	Data set workload received last month was not received this month.

6.6   Initial Validation Error

An <u>initial validation error</u> is generated when an exception of major severity to the business rules or master code tables is found in imported data during initial validation.

An initial validation error indicates that imported workload source data are invalid. You must correct all initial validation errors because they indicate a discrepancy between the data and the business rules or master code tables.

Table 6-8 describes initial validation errors according to workload source data systems and data types. In the error messages, <#> indicates an amount and <*> indicates a data element:

Table 6-8. CHCS Data Set Initial Validation Errors

Exception Code	Error	Description
E0001 (Air Force)	*The DMIS ID <*> is not a valid code in the DMIS ID Master Table for month <*> of FY <*>.*	The DMIS ID is not a valid code in the DMIS ID Master Table for the current month.
E0015	*Data Set ID <*>, FCC <*> and DMIS ID <*> is not a valid combination in the Data Set Business Rules Table for FY <*>.*	The FCC/DMIS ID/Data Set ID combination is not a valid combination on the ADM Data Set/Allocation Table for the current fiscal year.
E0051	*The Providing FCC <*> and Providing DMIS ID <*> is not a valid combination in the ADM Table for Data Set ID <*>, Requesting FCC <*>, Requesting DMIS ID <*> for month <*> of FY <*>.*	The providing FCC/providing DMIS ID combination is not a valid combination on the ADM Table for the current month.
E0052	*The Requesting FCC <*> and Requesting DMIS ID <*> is not a valid combination in the ADM Table for Data Set ID <*>, Providing FCC <*>, Providing DMIS ID <*> for month <*> of FY <*>.*	The requesting FCC/requesting DMIS ID combination is not a valid combination on the ADM Table for the current month.
E0053	*A negative statistical amount exists for Data Set ID <*>, FCC <*>, DMIS ID <*>, raw statistical amount <#>, weighted statistical amount <#>, for month <*> of FY <*>.*	The workload record contains a negative statistical amount for the current month.
E0068	*The CPT code <*> and modifier <*> are not valid on the CPT Master Table for month <*> of FY <*>.*	The CPT code and modifier are not valid on the CPT Table for the current month.
E0079 (Air Force)	*A negative patient count <#> was found for beneficiary category <*>, DMIS ID <*> for month <*> of FY <*>.*	The patient count is a negative number in a beneficiary category for the current month.

| E0081 | *The sum of all of the Beneficiary Category counts <#> does not equal the raw amount <#> reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*>.* | The sum of the beneficiary category counts on the record does not equal the record's raw amount for the current month. |

Table 6-9. CHCS Enrollment Initial Validation Errors

Exception Code	Error	Description
E0001	The DMIS ID <*> is not a valid code in the DMIS ID Master Table for month <*> of FY <*>.	The DMIS ID is not a valid code on the DMIS ID Table for the current month.
E0079	A negative patient count <#> was found for beneficiary category <*>, DMIS ID <*> for month <*> of FY <*>.	The patient count is a negative number in a beneficiary category for the current month.

Table 6-10. WMSN Initial Validation Data Set Errors

Exception Code	Error	Description
E0015 .	*Data Set ID <*>, FCC <*> and DMIS ID <*> is not a valid combination in the Data Set Business Rules Table for FY <*>.*	The FCC/DMIS ID/Data Set ID combination is not a valid combination on the ADM Data Set/Allocation Table for the current fiscal year.
E0051	*The Providing FCC <*> and Providing DMIS ID <*> is not a valid combination in the ADM Table for Data Set ID <*>, Requesting FCC <*>, Requesting DMIS ID <*> for month <*> of FY <*>.*	The providing FCC/providing DMIS ID combination is not a valid combination on the ADM Table for the current month.
E0052	*The Requesting FCC <*> and Requesting DMIS ID <*> is not a valid combination in the ADM Table for Data Set ID <*>, Providing FCC <*>, Providing DMIS ID <*> for month <*> of FY <*>.*	The requesting FCC/requesting DMIS ID combination is not a valid combination on the ADM Table for the current month.
E0053	*A negative statistical amount exists for Data Set ID <*>, FCC <*>, DMIS ID <*>, raw statistical amount <#>, weighted statistical amount <#>, for month <*> of FY <*>.*	The workload record contains a negative statistical amount for the current month.

Exception Code	Error	Description
E0068	*The CPT code <*> and modifier <*> are not valid on the CPT Master Table for month <*> of FY <*>.*	The CPT code and modifier are not valid on the CPT Table for the current month.
E0081	*The sum of all of the Beneficiary Category counts <#> does not equal the raw amount <#> reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*>.*	The sum of the beneficiary category counts on the record does not equal the record's raw amount for the current month.

Table 6-11. WMSN Initial Validation Patient Acuity Errors

Exception Code	Error	Description
E0007	*FCC <*> and DMIS ID <*> is not a valid combination in the ADM Table for month <*> of FY <*>.*	The FCC/DMIS ID combination is not a valid combination on the ADM Table for the current month.
E0048	*The Patient Acuity Category Code <*> is not a valid code in the Patient Acuity Category Code Master Table for month <*> of FY <*>.*	The patient acuity category code is not a valid code on the BCC Table for the current month.
E0049	*A negative number of nursing hours <#> is reported for Patient Category Code <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*>.*	A negative number is reported for nursing hours for the current month.
E0050	*A negative number of patients <#> is reported for Patient Category Code <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*>.*	A negative number is reported for the number of patients for the current.

Table 6-12. ADM Initial Validation Errors

Exception Code	Error	Description
E0093	*New Ambulatory appointment is reported with an Appointment Identifer that already exists for FCC %s, Treatment DMIS ID %s, Appointment ID %s, month %s of FY %s*	New Ambulatory appointment is reported with an Appointment Identifier that already exists.

| E0094 | *The FCC %s and Treatment DMIS ID %s is not a valid combination in this summary record for month %s of FY %s* | The FCC/Treatment DMIS ID combination in this summary record is not a valid combination in the ASD Table. |
| E0095 | *CPT Codes %s are reported without corresponding units of service for Appointment Prefix %s, Appointment ID %s, Appointment Date %s, Treatment DMIS ID %s, FCC %s* | CPT codes are reported without corresponding units of service. |

Table 6-13. DRG Initial Validation Errors

Exception Code	Error	Description
E0041	*The 3rd-level FCC <*> and Parent DMIS ID <*> combination is not an active combination in the ADM Table for month <*> of FY <*>.*	The 3rd-level FCC/Parent DMIS ID combination is not an active combination on the ADM Table for the current month.
E0042	*A negative number is reported for one or more of the following data fields: DRG weight <#>, Avg CMI <#>, Dispositions <#>, Length of Stay <#> for 3rd-level FCC <*>, Parent DMIS ID <*>, DMIS ID <*> during month <*> of FY <*>.*	A negative number is reported in the DRG data for the current month.

6.6.1   Viewing and Printing Initial Validation Warnings and Errors

You need to view initial validation warnings and errors to determine how to address them. You may want to print the warnings and errors to keep a hard copy file.

To view and print workload initial validation warnings and errors, complete the following steps:

1. If warnings and errors were generated during initial validation and you want to view them in the ECU, in the "Validate Message" window, click **Yes**.

2. If you want to go to the ECU from the main menu, complete the following:

    a. In the "EAS IV Main Menu", select **ECU**.

    b. In the "Error Correction Unit – Browse" window, in the "Source Data" box, select a **source system**.

3. In the "Data Type" box, select the **data type**.

4. In the "Calendar Year" box, select the **calendar year**.

5. In the "Calendar Month" box, select the **calendar month**.

NOTE: The Data Type, Calendar Year, and Calendar Month boxes populate with the last file of the selected source system that you validated.

6. If you want to view both warnings and errors, under "Select Type", click **Both**.

NOTE: This is the default setting.

7. If you want to view errors only, under "Select Type", click **Errors**.

8. If you want to view warnings only, under "Select Type", click **Warnings**.

9. Click **Get**.

10. Click the **Print** button.

NOTE: This step launches BusinessObjects and may take several minutes.

11. In the "BusinessObjects" window, click the **Print toolbar** button.

NOTE: Refer to section 4.4.1.1 in Validation Financial Data for instructions on how to view initial warnings and errors via the ECU Download.

6.7   Overriding Initial Validation Warnings

All initial validation warnings must be addressed before workload data can migrate.

NOTE: If CHCS data need to be corrected to address a warning, you must correct the data in the source system or add workload to the appropriate month.

To <u>override</u> a warning means to accept the data into the system as valid.

NOTE: You need to override an initial validation warning when the CHCS data generating the warning are valid.

To override CHCS initial validation warnings, complete the following steps:

12. In the "Error Correction Unit – Browse" window, under **Select Type**, click **Warnings**.

13. In the list, select a **warning**.

NOTE: To select and override more than one warning at a time, click the **Check All** button. A check (√) appears in the column to the left of selected warnings.

---

14. Click the **Override** button.

15. In the "Code and Description" box, select the **documentation code**.

16. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

---

17. Click **OK**.

NOTE: Refer to section 4.7.2 for instructions on overriding initial validation warnings via the ECU Download.

6.8   Addressing Initial Validation Errors

The data generating the initial validation errors must be corrected before workload data can migrate.

To <u>correct</u> an error means to amend the data that caused the error.

The following table describes when to use each method of correcting workload initial validation errors:

Table 6-14. Methods

Method	When to Use
Using the detail window	Correct the error through the detail window when an invalid code or amount in a CHCS or WMSN record generates the error.
Deleting the record	Delete the record when a faulty DRG record generates the error.

6.8.1   Correcting Initial Validation Errors Using the Detail Window

You need to correct CHCS and WMSN initial validation errors using the detail window when an incorrect code or amount generates the error.

To correct CHCS and WMSN initial validation errors using the detail window, complete the following steps:

1. In the "Error Correction Unit – Browse" window, under "Select Type", click **Errors**.

2. Select the **error** by clicking the **hyperlink**.

3. In the "Detail" window, in the list, view the warnings and errors associated with the record.

4. Make the necessary corrections in the fields that are incorrect.

NOTE: Only the fields involved in the exception are highlighted and accessible. Only valid codes are available on a dropdown menu. The system does not allow invalid codes to be entered.

5. In the "Code and Description" box, select the **documentation code**.

6. In the "Comments" box, type the comments.

NOTE: Comments are not required.

7. Click **OK**.

6.8.2   Correcting DRG Initial Validation Errors by Deleting a Record

You need to correct a DRG initial validation error by deleting a record when a faulty record generates the error.

To correct DRG initial validation errors by deleting a record, complete the following steps:

8. In the "Error Correction Unit – Browse" window, in the list, select a **DRG error**.

1. Select the **error** by clicking the **hyperlink**.

2. In the "Error Correction Unit - Diagnosis Related Group Data" window, click **Delete**.

3. In the "Confirm" window, click **Yes**.

4. In the "Code and Description" box, select the **documentation code**.

5. In the "Comments" box, type the **comments**.

NOTE: Comments are required.

---

6. Click **OK**.

6.8.3 Correcting ADM Initial Validation Errors by Deleting a Record

You need to delete an ADM initial validation error when a faulty record generates the error.

To delete ADM initial validation errors by deleting a record, complete the following steps:

1. In the "Error Correction Unit – Browse" window, select an **ADM error** on the list.

2. Select the **error** by clicking on the **hyper-link**.

3. In the "Error Correction Unit- ADM Summary Data" window click **Delete**.

4. In the "Code and Description" box, select the **documentation code**.

5. In the "Comments" box, type the **comments**.

NOTE: Comments are required.

---

6. Click the **Delete** button.

7. Repeat steps 2 through 6 until all errors have been deleted.

6.9 Saving Corrections Performed via the ECU Download

Before you can revalidate workload source data, you need to upload corrections to errors and/or warnings to the server. To upload your corrections to the server, complete the following steps:

1. From the "Main" menu, click **Function**.
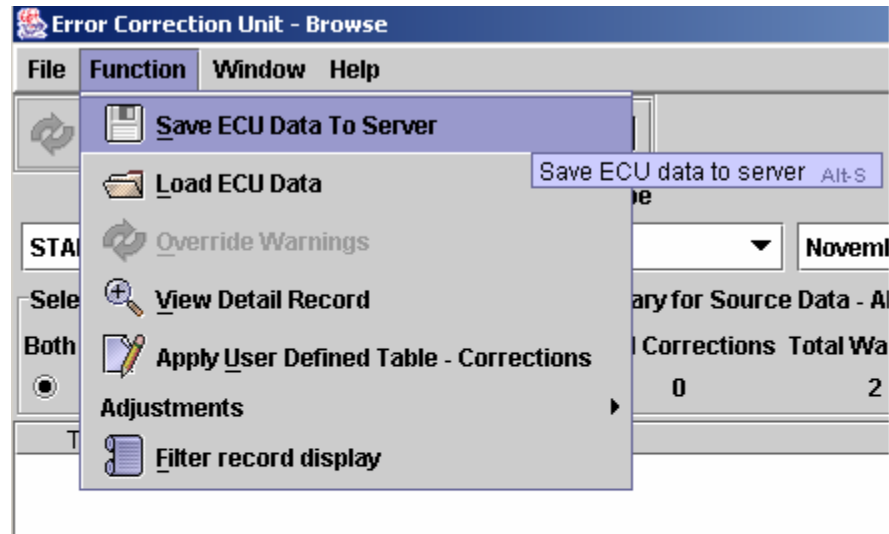
Figure 6-1. Error Correction Unit-Browse Window

8. Click **Save ECU Data To Server**.

9. Click **File – Exit**.

6.10 Revalidating Workload Source Data

Revalidation compares a source data file to the business rules and master code tables after a source data file has been manipulated by a user to address initial validation warnings and errors.

NOTES: Refer to Section 6-3, Initial Validation of Workload Data, in this unit for instruction on initial validation for workload source data.

You need to revalidate a workload source data file after you have addressed all initial validation warnings and errors.

To revalidate a workload source data file from the EAS IV Main Menu, complete the following steps:

1. In the "EAS IV Main Menu" toolbar, select **System Interfaces**, click on **Available to Validate**.

2. In the "Source Data System Name" box, select the **Workload file**.

3. In the "Calendar Year" box, select the **calendar year**.

4. In the "Calendar Month" box, select the **calendar month**.

10. Click **Validate**.

NOTE: Refer to Section 8.16 Adjusting Workload Data for instruction on Adjustments.

6.11 EAS IV Main Menu

To revalidate a workload source data file from the EAS IV Main Menu, complete the following steps:

5. In the "EAS IV Main Menu" toolbar, select **System Interfaces**, click on **Available to Validate**.

6. In the "Source Data System Name" box, select the **Workload file**.

7. In the "Calendar Year" box, select the **calendar year**.

8. In the "Calendar Month" box, select the **calendar month**.

9. Click **Validate**.

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7 Adjusting Financial Data

7.1 Introduction

Financial data include financial expenses and obligations and personnel obligations that come from Service Unique Financial Systems. EAS IV enables you to make adjustments to financial data before proceeding to allocation.

For the Army and Navy personnel obligations are automatically updated when you adjust any corresponding personnel data. Refer to Section 9 Adjusting Personnel Data, for instructions on when these adjustments occur.

7.2 In this Section

This section includes the following:

- Viewing Financial Data
- Adding a Financial Expenses and Obligations Record
- Adjusting Financial Expenses and Obligations
- Transferring Financial Expenses and Obligations
- Deleting a Financial Expenses and Obligations Record
- Applying User-Defined Adjustments to Financial Records

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7.3   Viewing Financial Data

After financial data migrate, the records appear in Adjustments for you to view. To view financial data, complete the following steps:

1. In the "EAS IV Main Menu" toolbar, click **Adjustments**.

2. Click **Financial**.

3. If you want to view financial expenses and obligations, in the "Adjustments - Financial Data" window, in the "Sub-Type" box, select **Expenses/Obligations**.

4. **For Air Force Only**, in the "Adjustments – Personnel Data" window, in the "Sub-Type" box, select **Personnel Obligations**.

5. In the "Calendar Month" box, select the **calendar month**.

NOTE: The default dates for the Calendar Month and Calendar Year boxes are the last month and year for which financial data have migrated or been added manually.

6. In the "Calendar Year" box, select the **calendar year**.

7. If you want to view Net financial data, under "Display As", click **Net**.

8. If you want to view Year-To-Date financial data, under "Display As", click **Year-To-Date.**

NOTE: Year-To-Date is the default selection in the "Display As" box.

9. In the list, view the financial data.

Figure 7-1. Adjustments – Financial Data Window

7.3.1 Viewing Financial Data via the Adjustments Download

To view financial data via the adjustments download, complete the following steps:

1. In the "EAS IV Main Menu" toolbar, click **Adjustment**, and then click **Adjustments Download**.

Figure 7-2. EAS IV Pre-Allocated Status Window

2. Enter the authentication parameters

        a.   DMIS ID

        b.   Logon ID

        c.   Password

3.   Select **Adjustments**.
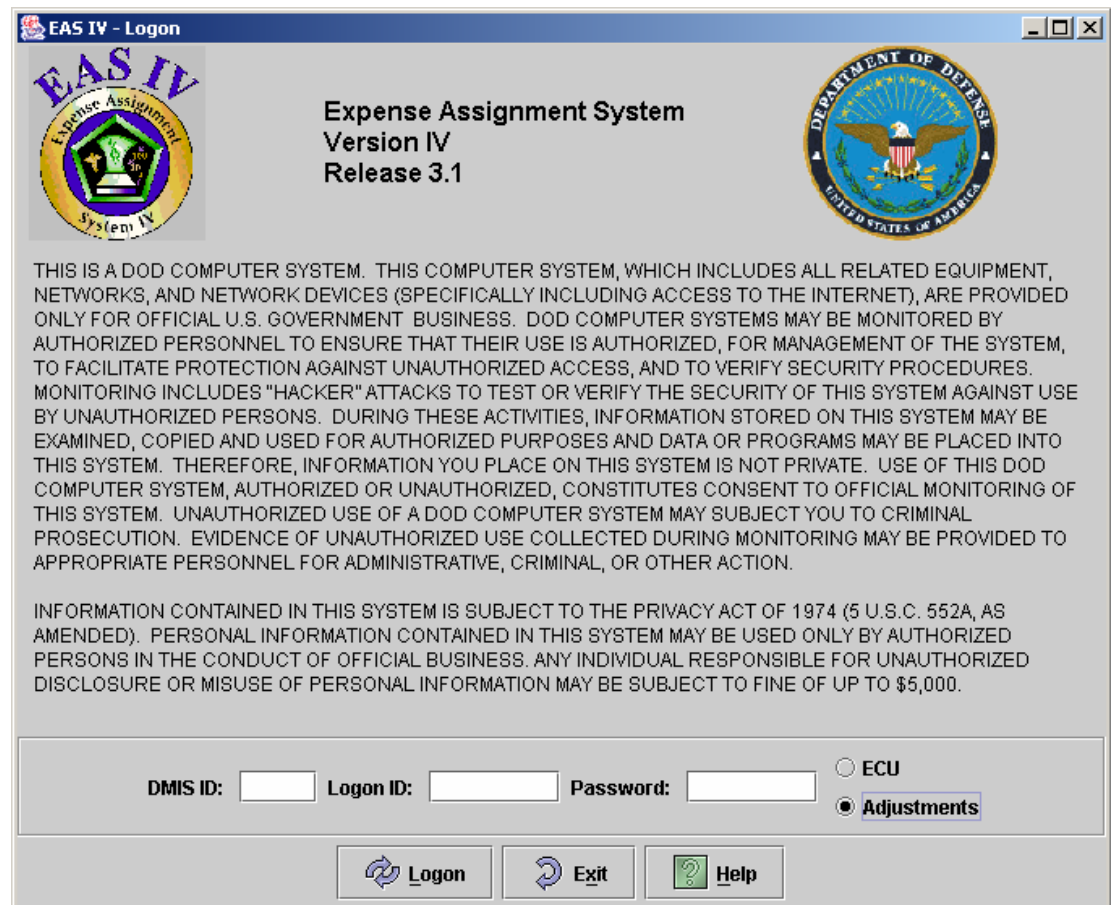
Figure 7-3. EAS IV Main Menu Window

4.   Click the **Logon** button.

5.   If you want to view financial expenses and obligations, in the "Adjustments - Financial Data" window, in the "Sub-Type" box, select **Expenses/Obligations**.

6.   **For Air Force Only**, to view personnel obligations, in the "Adjustments – Personnel Data" window, in the "Sub-Type" box, select **Personnel Obligations**.

7.   In the "Calendar Month" box, select the **calendar month**.

NOTE: The default dates for the Calendar Month and Calendar Year boxes are the last month and year for which financial data have migrated or been added manually.

8.   In the "Calendar Year" box, select the **calendar year**.

9. If you want to view Net financial data, under "Display As", click **Net**.

10. If you want to view Year-To-Date financial data, under "Display As", click **Year-To-Date**.

NOTE: Year-To-Date is the default selection in the "Display As" box.

11. From the "Main" menu, select **Function**.

12. Click **Load Adj Data**.
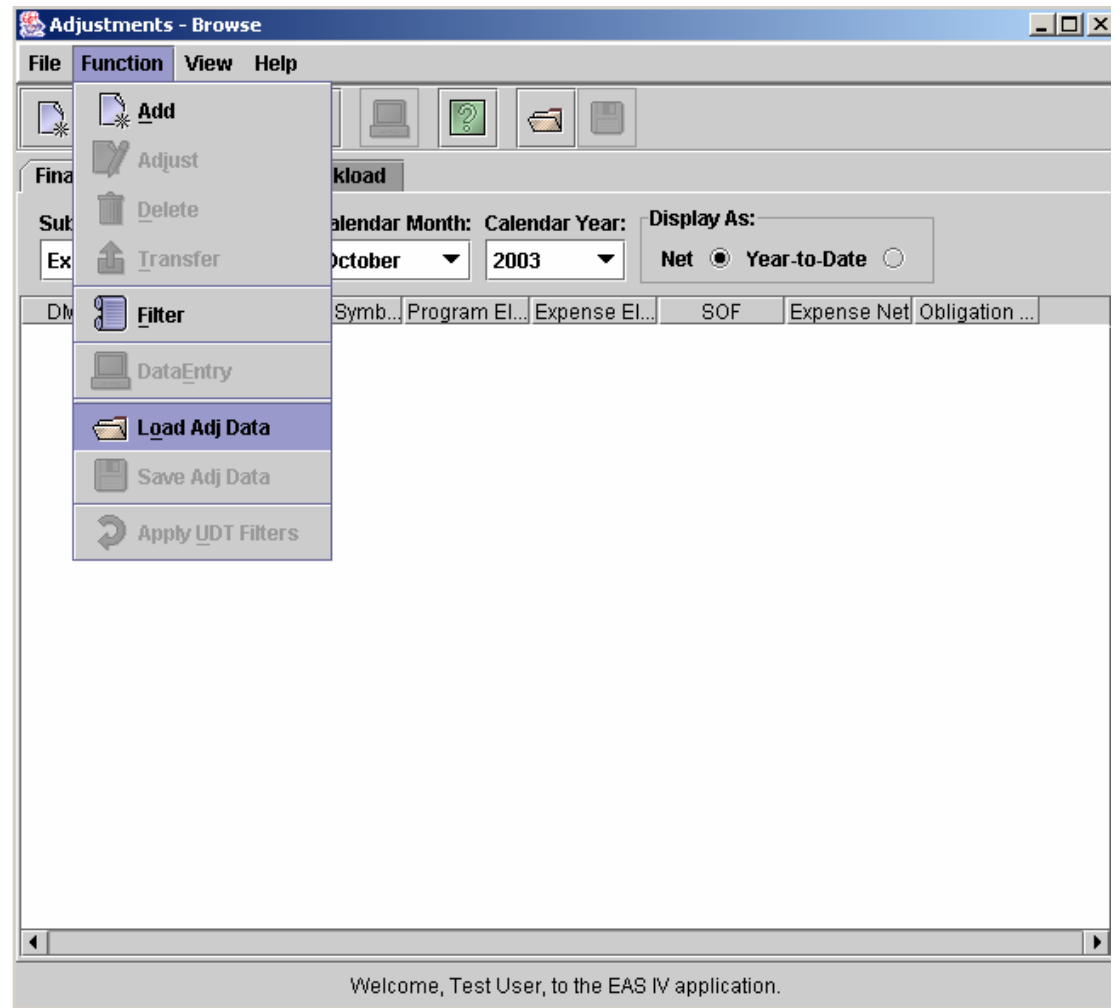
Figure 7-4. Adjustments –Browse Window

13. In the list, view the financial data.

7.3.2 Using the Adjustments Download

The Adjustments Download function is the most appropriate method if you have many adjustments. This mechanism allows you to download migrated data to your desktop where you can complete the required adjustments without maintaining a connection to the Web application.

After adjustments are completed, the information is uploaded to the Web application.

It is important to remember that both mechanisms achieve the same result and cannot be used simultaneously. For example, if a user is adjusting financial records via the Adjustments download, a second user will be "locked out" of the Adjustments Web financial area until the first user uploads the adjustments.

The application software required for these activities should have been loaded on your desktop during the initial deployment of the EAS IV Web-enabled application.

7.4   Adding a Financial Expenses and Obligations Record

You may need to add a financial expenses and obligations record that does not already exist in the file. For example, if a record that should have been in the source file is missing, you need to add it manually.

To add a financial expenses and obligations record, complete the following steps:

1.   In the "Adjustments - Financial Data" window, in the "Sub-Type" box, select **Expenses/Obligations**.

2.   In the "Calendar Month" box, select the **calendar month**.

3.   In the "Calendar Year" box, select the **calendar year**.

4.   Under "Display As", select **Net** or **Year-To-Date**.

5.   Click the **Add** button.

6.   In the "Adjustments - Financial [Add mm/yyyy]" window, under "Work Center", in the "DMIS ID" box, select the **DMIS ID**.

7.   In the "Functional Cost Code" box, select an **FCC,** Air Force selects **RC/CC**.

8.   If you are viewing Net financial expenses and obligations, complete the following:

   a. Under "Net Amounts, for Actual", in the "Expenses" box, type the **expense amount**.

   b. In the "Obligations" box, type the **obligation amount**.

9.   If you are viewing Year-To-Date financial expenses and obligations, complete the following:

   a.   Under "Year-To-Date Amounts, for Actual", in the "Expenses" box, type the **expense amount**.

   b.   In the "Obligations" box, type the **obligation amount**.

NOTE: When you add a record, it is added for the net month regardless of whether you are viewing net or year-to-date financial expenses and obligations.

---

10. Under "Service-Unique Expense Codes", in the "Expense Element" box, select the **expense element**.

NOTE: Air Force enters a suffix.

---

11. In the "Program Element Code" box, select the **program element code**.

12. In the "Basic Symbol/Limit" box, select the **Basic Symbol/Limit code**.

13. In the "Source of Funds" box, select the **source of funds code**.

14. In the "Code and Description" box, select the **documentation code**.

15. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

---

16. Click **OK**.

NOTE: The record you added appears in the list. You can view the record by filtering for that record.

7.4.1 Adding a Financial Expenses and Obligations Record via the Adjustments Download

To add a financial expenses and obligations record via the adjustments download, complete the following steps:

1. In the "Adjustments - Financial Data" window, in the "Sub-Type" box, select **Expenses/Obligations**.

2. From the "Main" menu, select **Function**.

3. Click **Add**.

4. In the "Adjustments – Add Financial" window, under "Work Center", in the "DMIS ID" box, select the **DMIS ID**.

Figure 7-5. Adjustments – Add Financial (Army) Window

5. In the "Functional Cost Code" box, select an **FCC**, Air Force selects **RC/CC**.

6. If you are viewing Net financial expenses and obligations, complete the following:

   a. Under "Net Amounts, for Actual", in the "Expenses" box, type the **expense amount**.

   b. In the "Obligations" box, type the **obligation amount**.

---

7. If you are viewing Year-To-Date financial expenses and obligations, complete the following:

a. Under "Year-To-Date Amounts, for Actual", in the "Expenses" box, type the **expense amount**.

b. In the "Obligations" box, type the **obligation amount**.

NOTE: When you add a record, it is added for the net month regardless of whether you are viewing net or year-to-date financial expenses and obligations.

8. Under "Service-Unique Expense Codes", in the "Expense Element" box, select the **expense element**.

NOTE: Air Force enters a suffix.

9. In the "Program Element Code" box, select the **program element code**.

10. In the "Basic Symbol/Limit" box, select the **Basic Symbol/Limit code**.

11. In the "Source of Funds" box, select the **source of funds code**.

12. In the "Code and Description" box, select the **documentation code**.

13. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

14. Click **OK**.

NOTE: The record you added appears in the list. You can view the record by filtering for that record.

7.5 Adjusting Financial Expenses and Obligations

You may need to increase or decrease expenses or obligations for a record.

If you want to increase the amounts, type **positive numbers**, if you want to decrease the amounts, type **negative numbers**. When decreasing financial expenses or obligations, the resulting net month amount cannot be negative.

To adjust financial expenses and obligations, complete the following steps:

1. In the "Adjustments - Financial Data" window, in the "Sub-Type" box, select **Expenses/Obligations**.

2. In the "Calendar Year" box, select the **calendar year**.

3. In the "Calendar Month" box, select the **calendar month**.

4. Under "Display As", select **Net** or **Year-To-Date**.

5. Select a **record for adjustment**.

6. Click the **Adjust** button.

7. If you are viewing Net financial expenses and obligations, complete the following:

    a. If you want to adjust the expenses, in the "Adjustments - Adjust Financial Record" window, under "Net Amounts for Adjust By", in the "Expenses "box, type the **amount by which you want to increase or decrease the expenses**.

    b. If you want to adjust the obligations, in the "Obligations" box, type the **amount by which you want to increase or decrease the obligations**.

8. If you are viewing year-to-date financial expenses and obligations, complete the following:

    a. If you want to adjust the expenses, in the "Adjustments - Adjust Financial Record" window, under "Year-To-Date Amounts, for Adjust By", in the "Expenses" box, type the **amount by which you want to increase or decrease the expenses**.

    b. If you want to adjust the obligations, in the "Obligations" box, type the **amount by which you want to increase or decrease the obligations**.

NOTE: When you adjust a record, it is adjusted for the net month regardless of whether you are viewing net or year-to-date financial expenses and obligations.

9. In the "Code and Description" box, select the **documentation code**.

10. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

11. Click **OK**.

NOTE: The expense and/or obligation amounts are adjusted. You can view the adjustments by filtering for that record.

7.5.1 Adjusting Financial Expenses and Obligations via the Adjustments Download

To adjust Financial Expenses and Obligations via the download, complete the following steps:

1. In the "Adjustments - Financial Data" window, select a **record for adjustment**.

2. From the "Main" menu, select **Function**.

3. Click **Adjust**.

Figure 7-6. Adjustments – Adjust Financial (Army) (Function) Window

4. If you are viewing Net financial expenses and obligations, complete the following:

    a.   If you want to adjust the expenses, in the "Adjustments - Adjust Financial Record" window, under "Net Amounts for Adjust By", in the "Expenses "box, type the **amount by which you want to increase or decrease the expenses**.

    b.   If you want to adjust the obligations, in the "Obligations" box, type the **amount by which you want to increase or decrease the obligations**.

5. If you are viewing year-to-date financial expenses and obligations, complete the following:

    a.   If you want to adjust the expenses, in the "Adjustments - Adjust Financial Record" window, under "Year-To-Date Amounts, for Adjust By", in the "Expenses" box, type **the amount by which you want to increase or decrease the expenses**.

    b.   If you want to adjust the obligations, in the "Obligations" box, type **the amount by which you want to increase or decrease the obligations**.

NOTE: When you adjust a record, it is adjusted for the net month regardless of whether you are viewing net or year-to-date financial expenses and obligations.

6. In the "Code and Description" box, select the **documentation code**.

7. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

8. Click **OK**.

NOTE: The expense and/or obligation amounts are adjusted. You can view the adjustments by filtering for that record.

7.6   Transferring Financial Expenses and Obligations

You may need to transfer financial expenses and obligations from one FCC or RC/CC to another FCC or RC/CC. This transfer process can be used only to transfer expenses and obligations between two records.

All other information for the record must match except the FCC or RC/CC, expenses, and obligations. If a match is found, the expenses and obligations are transferred to that record. If no match is found, a new record is added.

To transfer financial expenses and obligations, complete the following steps:

1. In the "Adjustments - Financial Data" window, in the list, select a **record**.

2. Click the **Transfer** button.

3. In the "Adjustments - Financial Transfer" window, from the "To FCC" box, select the **FCC**, Air Force selects **RC/CC**.

When you transfer expenses and obligations between records, they are transferred for the net month regardless of whether you are viewing net or year-to-date financial expenses and obligations.

4. In the "Code and Description" box, select the **documentation code**.

5. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

6. Click **OK**.

The expense and obligation amounts are transferred to the selected FCC, and the record from which you transferred the amounts now

shows $0.00 for both expenses and obligations. You can view the adjustments by filtering for those records.

7.6.1 Transferring Financial Expenses and Obligations via the Adjustments Download

To transfer financial expenses and obligations via the adjustments download, complete the following steps:

1. In the "Adjustments - Financial Data" window, in the list, select a **record**.

2. From the main menu, select **Function**.

3. Click **Transfer**.

4. In the "Financial Transfer" window, from the "To FCC" box, select the **FCC**, Air Force selects **RC/CC**.

Figure 7-7. Adjustments – Financial Data (FCC) Window

When you transfer expenses and obligations between records, they are transferred for the net month regardless of whether you are viewing net or year-to-date financial expenses and obligations.

5. In the "Code and Description" box, select the **documentation code**.

6. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

---

7. Click **OK**.

7.7 Deleting a Financial Expenses and Obligations Record

You may need to delete a financial expenses and obligations record that should not exist in the file. For example, if a record that should not have been included in the source file is present, you need to delete it manually.

To delete a financial expenses and obligations record, complete the following:

1. In the "Adjustments - Financial Data" window, in the list, select a **record**.

2. Click the **Delete** button.

3. In the "Confirm" window, click **OK**.

4. In the "Code and Description" box, select the **documentation code.**

5. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

---

6. Click **OK**.

7.8   Applying User-Defined Adjustments to Financial Records

User-Defined Adjustments enable you to adjust data by adding user correction records and updating existing user correction records in the User-Defined Table.

User correction records show transfers of data between FCCs.

You may need to transfer data between FCCs for multiple records. To transfer data, you add records or update existing records in the User-Defined Table in Table Maintenance and then apply them in Adjustments. Adding records or updating existing records in the User-Defined Table can only be done in the Web application. Adjustments download only provides you with the functionality to apply the User-Defined Adjustment. When you apply these User-Defined Adjustments, the transfers apply to both financial data types.

If no records exist to transfer, a message appears in the User Defined Adjustment (UDA) Exception Report. If a match is found, the expenses and obligations are transferred to that record. If no match is found, a record is added.

All other information for the records must match except for the FCC and SUEE (depending on which elements you choose for the transfer), the expenses, and the obligations.

If a match is found, the expenses and obligations are transferred. If no match is found, a record is added. If the User Defined Table (UDT) cannot find a match for the record from which information is being transferred, the transfer does not occur, and a message is written to the UDA Exception report. (Army/Air Force)

You must be in the "Financial" window to apply User-Defined Adjustments for financial records.

The following table describes how to apply User-Defined Adjustments to financial records:

1. In the "Adjustments - Financial Data" window, click the **Table Maintenance** button.

2. In the "Table Maintenance: User-Defined Adjustment"' window, in the "Select a Table" box, select **User-Defined Adjustment**.

3. If you want to add a new record, complete the following:

   a. Click the **Add** button.

   b. In the "Table Maintenance - User Defined Table (Adjustment)" window, under "Data Type", in the box, select **Financial**.

4. If you want to update an existing record, complete the following:

a. In the list, select the **record**.

b. Click the **Update** button.

a.   In the "Table Maintenance - Update User-Defined [Adjustment]" window, under "Data Type", in the box, select **Financial**.

5. In the "From DMIS ID" box, select the **DMIS ID from which you are transferring the data**.

Figure 7-8. Table Maintenance – Insert User-Defined (Adjustment) Window

---

NOTE: The data are automatically transferred to the same DMIS ID.

---

6. In the "From Functional Cost Code" box, select the **FCC from which you are transferring the data**.

7. In the "To Functional Cost Code" box, select the **FCC to which you are transferring the data**.

8. Under "Effective Date Range", in the "date" boxes, select the **start and end dates**.

NOTE: The default start and end dates are the current date and the end of the fiscal year.

---

9. In the "Correction Description" box, type the **description of the corrections you made**.

10. In the "Comments" box, type the **comments**.

11. Click **OK**.

12. In the "Adjustments – Personnel Data" window, click **Apply User-Defined Table** button.

13. In the "Confirm" window, click **OK**.

14. In the "Code and Description" box, select the **documentation code**.

15. In the "Comments" box, type the **comments**.

NOTE Comments are not required.

---

16. Click **OK**.

The financial data are transferred as defined in the user correction record. You can view the adjustments by filtering for those records.

If an active financial user correction record on the User-Defined Table could not be applied, the following message will appear in the status bar:

UDA – Completed – Check UDA Exception Report

You can view this report under the Standard Reports category in the Reports function.

You can delete a UDA record by selecting the record and clicking the **Delete** button. You can only delete a UDA record if the UDA has not been applied.

7.9   Saving Adjustments Performed via the Adjustments Download

After you have completed all your adjustments to the data source, you will need to upload the data back to the server. To upload your adjustments to the server, complete the following steps:

1. From the "Main" menu click **Function.**

2. Click **Save Adj Data**.
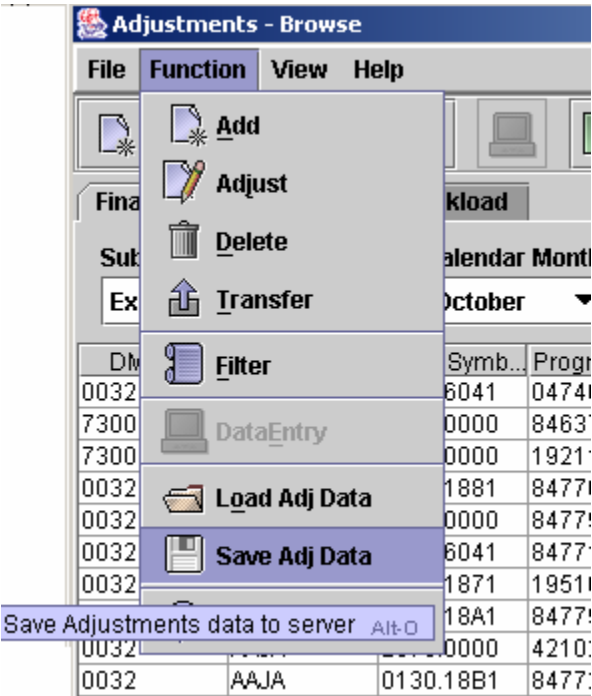
Figure 7-9. Adjustments – Browse (Save Adj Data) Window

3. Click **File – Exit**.

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8   Adjusting Personnel Data

8.1   Introduction

Personnel data are the salary expenses and work hours derived from Standard Personnel Management System (SPMS). EAS IV enables you to make adjustments to personnel data before proceeding to Allocation.

8.2   In this Section

In this section you will find the following:

- Adjusting a Personnel Record
- Transferring Personnel Data
- Deleting a Personnel Record
- Applying User-Defined Adjustments to Personnel Records
- Automatic Adjustments to Personnel Records

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8.3   Automatic Adjustments to Financial Records

When you adjust personnel records, the expense amounts for corresponding personnel obligation records that have the same FCC or RC/CC, SUEE, PEC, BS/L, and SOF are automatically updated.

Because personnel records contain two types of expenses (available and non-available), the expenses for personnel obligation records are adjusted by the sum of the two.

Multiple personnel records can correspond to one financial record. Because of this, adjustments that may be unique on the Personnel window may not be unique on the Financial window. For example, you may transfer a personnel record for which no match exists; therefore, the system adds a personnel record. However, a matching financial record may exist; therefore, the expenses and obligations transfer to an existing record on the Financial window.

Table 8-1 describes how personnel obligation records are automatically adjusted when personnel records are adjusted:

Table 8-1. Automatic Adjustments Table (For Army Systems Only)

Personnel Data Adjusted on the Personnel Window	Financial Record Adjusted on the Financial Window
Any personnel record other than a civilian personnel or contract services record is added.	The corresponding personnel obligations record is added (expenses only).
A civilian personnel record is added.	The corresponding personnel obligations record is added (expenses and obligations).
A contract services record is added.	The same record is added under financial expenses and obligations.
Any personnel record other than a civilian personnel or contract services record is adjusted.	The expenses for the corresponding personnel obligations record are adjusted.
A civilian personnel record is adjusted.	The expenses and obligations for the corresponding personnel obligations record are adjusted.
A contract services personnel record is adjusted.	The expenses for the same financial expenses and obligations record are adjusted.
Any personnel record other than a contract services record is transferred.	The expenses and obligations for the corresponding personnel obligations record are transferred, and the original record is zeroed out.

A contract services personnel record is transferred.	The expenses and obligations for the same financial expenses and obligations record are transferred, and the original record is zeroed out.
Any personnel record other than a contract services record is deleted.	The expenses and obligations for the corresponding personnel obligations record are zeroed out.
A contract services personnel record is deleted.	The expenses and obligations for the same financial expenses and obligations record are zeroed out.

8.4   Viewing Personnel Data

After personnel data migrates, the records appear in Adjustments for you to view.

To view personnel data, complete the following steps:

1.   In the "Adjustments - Personnel Data" window, in the "Calendar Year" box, select the **calendar year**.

NOTE: The default month in the Calendar Month box is the last month for which personnel data have migrated or been entered manually.

2.   In the "Calendar Month" box, select the **calendar month**.

NOTE: The default year in the Calendar Year box is the last year for which personnel data have migrated or been entered manually.

3.   Click **Get**.

4.   In the list, view the personnel data.

8.4.1   Viewing Personnel Data via the Adjustments Download

To view personnel data via the adjustments download, complete the following steps:

1.   In the "EAS IV Main Menu" toolbar, click **Adjustments Download**.

2.   Enter the authentication parameters

    a.   **DMIS ID**

    b.   **Logon ID**

    c.   **Password**

3.   Select **Adjustments**.

4.   Click the **Logon** button.

5.   From the "Main" menu, select **View**.

6. Click **Personnel**.
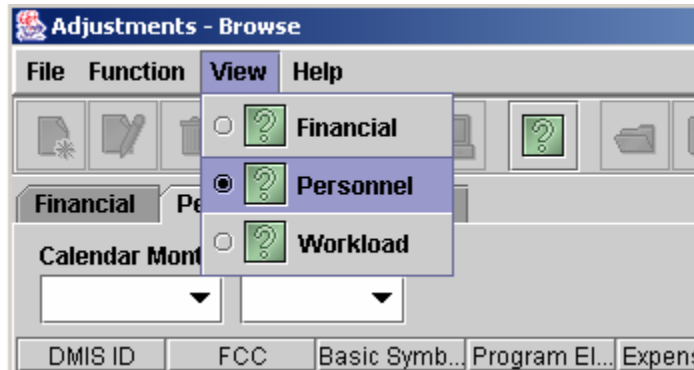
Figure 8-1. Adjustments – Browse Window

7. In the "Adjustments – Browse - Personnel Data" window, in the "Calendar Month" box, select the **calendar month**.

8. In the "Calendar Year" box, select the **calendar year**.

9. From the "Main" menu, select **Function**.

10. Click **Load Adj Data**.

11. In the list, view the personnel data.

8.5   Using the Adjustments Download

The Adjustments Download function is the most appropriate method if you have many adjustments. This mechanism allows you to download migrated data to your desktop where you can complete the required adjustments without maintaining a connection to the Web application. After adjustments are completed, the information is uploaded to the Web application.

It is important to remember that both mechanisms achieve the same result and cannot be used simultaneously. For example, if a user is adjusting financial records via the Adjustments download, a second user will be "locked out" of the Adjustments Web financial area until the first user uploads the adjustments.

The application software required for these activities should have been loaded on your desktop during the initial deployment of the EAS IV Web-enabled application.

8.6   Adding a Personnel Record

You may need to add a personnel record that does not already exist in the file. For example, if a record that should have been in the source file is missing, you need to add it manually.

To add a personnel record, complete the following:

1. In the "Adjustments - Personnel Data" window, the in "Calendar Year" box, select the **calendar year**.

2. In the "Calendar Month" box, select the **calendar month**.

3. Click the **Add** button.

4. In the "Adjustments - Personnel [Add mm/yyyy]" window, under "Work Center", in the "DMIS ID" box, select the **DMIS ID**.

5. In the "FCC" box, select the **FCC**.

6. Under "Salary Expense Amounts, for Actual", in the "Available" box, type the **available salary expense amount**.

7. For Actual, in the "Nonavailable" box, type the **nonavailable salary expense amount**.

8. Under "Service-Unique Expense Codes", in the "Expense Element" box, select the **expense element**.

9. In the "Program Element Code" box, select the **program element code**.

10. In the "Basic Symbol/Limit" box, select the **Basic Symbol/Limit** code.

11. In the "Source of Funds" box, select the **source of funds code**.

12. Under "Personnel Information", in the "Occupation Code" box, select the **occupation code**.

13. In the "Skill Type" box, select the **skill type code**.

NOTE: If you selected an occupation code that corresponds to only one skill type, the Skill Type box is automatically populated with that skill type.

---

14. In the "Suffix" box, select the **skill type suffix code**.

15. In the "Personnel Category" box, select the **personnel category**.

16. In the "Duty Indicator" box, select the **duty indicator**.

17. Under "Workhours", in the "Available" box, type the **number of available work hours**.

NOTE: When you type the number of available work hours, the available FTEs are automatically calculated under Full-Time Equivalents in the Available box.

---

18. In the "Nonavailable Sick/Hospital" box, type the **number of nonavailable sick/hospital work hours**.

NOTE: When you type the number of nonavailable sick/hospital work hours, the nonavailable sick/hospital FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Sick/Hospital box.

19. In the "Nonavailable Leave" box, type the number of **nonavailable leave work hours**.

NOTE: When you type the number of nonavailable leave work hours, the nonavailable leave FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Leave box.

20. In the "Nonavailable Other" box, type the **number of nonavailable other work hours**.

NOTE: When you type the number of nonavailable other work hours, the nonavailable other FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Other box.

21. Under "Full-Time Equivalents, in the Assigned" box, type the **number of assigned FTEs**.

22. In the "Code and Description" box, select the **documentation code**.

23. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

24. Click **OK**.

8.6.1   Adding a Personnel Record via the Adjustments Download

To add a personnel record, complete the following:

1. In the "Adjustments - Personnel Data" window, the in "Calendar Year" box, select the **calendar year**.

2. In the "Calendar Month" box, select the **calendar month**.

3. From the "Main" menu, select **Function**.

4. Click **Add**.

5. In the "Adjustments - AddPersonnel" window, under "Work Center", in the "DMIS ID" box, select the **DMIS ID**.

6. In the "FCC" box, select the **FCC**.

7. Under "Salary Expense Amounts, for Actual", in the "Available" box, type the **available salary expense amount**.

8. For Actual, in the "Nonavailable" box, type the **nonavailable salary expense amount**.

9. Under "Service-Unique Expense Codes", in the "Expense Element" box, select the **expense element**.

10. In the "Program Element Code" box, select the **program element code**.

11. In the "Basic Symbol/Limit" box, select the **Basic Symbol/Limit code**.

12. In the "Source of Funds" box, select the **source of funds code**.

13. Under "Personnel Information", in the "Occupation Code" box, select the **occupation code**.

14. In the "Skill Type" box, select the **skill type code**.

NOTE: If you selected an occupation code that corresponds to only one skill type, the Skill Type box is automatically populated with that skill type.

15. In the "Suffix" box, select the **skill type suffix code**.

16. In the "Personnel Category" box, select the **personnel category**.

17. In the "Duty Indicator" box, select the **duty indicator**.

18. Under "Workhours", in the "Available" box, type the **number of available work hours**.

NOTE: When you type the number of available work hours, the available FTEs are automatically calculated under Full-Time Equivalents in the Available box.

19. In the "Nonavailable Sick/Hospital" box, type **the number of nonavailable sick/hospital work hours**.

NOTE: When you type the number of nonavailable sick/hospital work hours, the nonavailable sick/hospital FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Sick/Hospital box.

20. In the "Nonavailable Leave" box, type **the number of nonavailable leave work hours**.

NOTE: When you type the number of nonavailable leave work hours, the nonavailable leave FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Leave box.

21. In the "Nonavailable Other" box, type **the number of nonavailable other work hours**.

NOTE: When you type the number of nonavailable other work hours, the nonavailable other FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Other box.

---

22. Under "Full-Time Equivalents, in the Assigned" box, type **the number of assigned FTEs**.

Figure 8-2. Adjustments – AddPersonal (Army) Window

23. Click **OK.**

24. In the "Code and Description" box, select **the documentation code.**

25. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

---

26. Click **OK**.

8.7   Adjusting Personnel Records

You may need to change salary expenses or the number of work hours or FTEs. Salary expenses are adjusted by the amount that you enter in the Adjust By field. However, work hours and FTEs are changed to the number you enter.

If you want to increase salary expenses, type positive numbers. If you want to decrease salary expenses, type negative numbers. When decreasing salary expenses, the resulting net month amount cannot be negative.

NOTE: Air force and Navy users are unable to modify personal data.

To adjust personnel data, complete the following steps:

1. In the "Adjustments – Personnel Data" window, in the list, select a **record**.

2. Click the **Adjust** button.

3. If you want to adjust the available salary expenses, under "Salary Expense Amounts", for Adjust By, in the "Available" box, type the **amount by which you want to increase or decrease the available salary expenses**.

4. If you want to adjust the nonavailable salary expenses, for Adjust By, in the Nonavailable box, type the **amount by which you want to increase or decrease the nonavailable salary expenses**.

Figure 8-3. Salary Expense Amounts Window

5. If you want to adjust the available work hours, under "Workhours", in the "Available" box, type the **number of available work hours**.

NOTE: When you type the number of available work hours, the available FTEs are automatically calculated under Full-Time Equivalents in the "Available" box.

6. If you want to adjust the nonavailable sick/hospital work hours, in the "Nonavailable Sick/Hospital" box, type the **number of nonavailable sick/hospital work hours**.

NOTE: When you type the number of nonavailable sick/hospital work hours, the nonavailable sick/hospital FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Sick/Hospital box.

7. If you want to adjust the nonavailable leave work hours, in the "Nonavailable Leave" box, type the **number of nonavailable leave work hours**.

NOTE: When you type the number of nonavailable leave work hours, the nonavailable leave FTEs are automatically calculated under Full-Time Equivalents in the "Nonavailable Leave" box.

8. If you want to adjust the nonavailable other work hours, in the "Nonavailable Other" box, type **the number of nonavailable other work hours**.

NOTE: When you type the number of nonavailable other work hours, the nonavailable other FTEs are automatically calculated under Full-Time Equivalents in the "Nonavailable Other" box.

9. If you want to adjust the assigned FTEs, under "Full-Time Equivalents", in the "Assigned" box, type the **number of assigned FTEs.**

10. In the "Code and Description" box, select the **documentation code**.

11. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

12. Click **OK**.

NOTE: The salary expenses and/or number of work hours and FTEs are adjusted. You can view the adjustments by filtering for that record.

8.7.1   Adjusting Personnel Record via the Adjustments Download

To adjust personnel data via the adjustments download, complete the following steps:

1. In the "Adjustments – Personnel Data" window, in the list, select a **record**.

2. From the main menu, select **Function**.

3. Click **Adjust**.

4. If you want to adjust the available salary expenses, under "Salary Expense Amounts", for Adjust By, in the "Available" box, type **the amount by which you want to increase or decrease the available salary expenses.**

5. If you want to adjust the nonavailable salary expenses, for Adjust By, in the Nonavailable box, type **the amount by which you want to increase or decrease the nonavailable salary expenses**.

6. If you want to adjust the available work hours, under Workhours, in the Available box, type **the number of available work hours**.

NOTE: When you type the number of available work hours, the available FTEs are automatically calculated under Full-Time Equivalents in the "Available" box.

7. If you want to adjust the nonavailable sick/hospital work hours, in the Nonavailable Sick/Hospital box, type **the number of nonavailable sick/hospital work hours**.

NOTE: When you type the number of nonavailable sick/hospital work hours, the nonavailable sick/hospital FTEs are automatically calculated under Full-Time Equivalents in the Nonavailable Sick/Hospital box.

8. If you want to adjust the nonavailable leave work hours, in the "Nonavailable Leave" box, type **the number of nonavailable leave work hours**.

NOTE: When you type the number of nonavailable leave work hours, the nonavailable leave FTEs are automatically calculated under Full-Time Equivalents in the "Nonavailable Leave" box.

9. If you want to adjust the nonavailable other work hours, in the "Nonavailable Other" box, type **the number of nonavailable other work hours**.

NOTE: When you type the number of nonavailable other work hours, the nonavailable other FTEs are automatically calculated under Full-Time Equivalents in the "Nonavailable Other" box.

10. If you want to adjust the assigned FTEs, under "Full-Time Equivalents", in the "Assigned" box, type t**he number of assigned FTEs**.

11. Click **OK**.

12. In the "Code and Description" box, select the **documentation code**.

13. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

14. Click **OK**.

8.8   Transferring Personnel Data

You may need to transfer salary expenses, work hours, and FTEs from one FCC to another FCC. Air Force and Navy users are unable to transfer personnel data. This transfer process can be used only to transfer salary expenses, work hours, and FTEs between two records. Unlike financial records, which are zeroed out when data are transferred, personnel records from which data are transferred are deleted.

All other information for the record must match except the FCC, salary expenses, work hours, and FTEs. If a match is found, the salary expenses, work hours, and FTEs are transferred to the matching record. If no match is found, a new record is added.

To transfer personnel data, complete the following steps:

1. In the "Adjustments – Personnel Data" window, in the list, select a **record**.

2. Click the **Transfer** button.

3. In the "Adjustments – Financial Transfer" window, under "To, in the FCC" box, select the **FCC**.

4. In the "Code and Description" box, select the **documentation code**.

5. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

6. Click **OK**.

The salary expenses, work hours, and FTEs are transferred to the selected FCC, and the record from which you transferred the data is deleted. You can view the adjustments by filtering for the records.

8.8.1   Transferring Personnel Data via the Adjustments Download

To Transfer Personnel Data via the Adjustments Download, complete the following steps:

1. In the "Adjustments – Personnel Data" window, in the list, select a **record**.

2. From the main menu, select **Function**.

3. Click the **Transfer** button.

4. In the "Personnel Transfer" window, under "To, in the FCC" box, select the **FCC**.

5. Click **OK**.

6. In the "Code and Description" box, select the **documentation code**.

7. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

8. Click **OK**.

8.9   Deleting a Personnel Record

You may need to delete a personnel record that should not exist in the file. Air force and Navy users are unable to delete records. For example, if a record that should not have been included in the source file is present, you need to delete it manually.

To delete a personnel record, complete the following steps:

1. In the "Adjustments – Personnel Data" window, in the list, select a **record**.

2. Click the **Delete** button.

3. In the "Confirm" window, click **OK**.

NOTE: When you click **OK**, an "Information" window appears stating that the corresponding personnel obligations record will update automatically.

4. In the "Code and Description" box, select the **documentation code**.

5. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

6. Click **OK**.

8.10 Applying User-Defined Adjustments to Personnel Records

You may need to transfer data between FCCs and RC/CCs for multiple records. To transfer data, you add records or update existing records in the User-Defined Table in Table Maintenance and then apply them in Adjustments. Unlike financial user-defined record transfers, who are zeroed out when data are transferred, personnel user-defined records from which data are transferred are deleted.

If a match is found, the salary expenses, work hours and FTEs are transferred. If no match is found, a record is added.

Adding records or updating existing records in the User-Defined Table can only be done in the Web application. Adjustments Download only provides you with the functionality to apply the User-Defined Adjustment.

8.10.1 Automatic Adjustments to Personnel Records

When you apply Personnel User-Defined Adjustment, corresponding personnel obligation records are automatically updated, just as when you make any other type of adjustment to personnel data.

You must be on the Personnel window to apply User-Defined Adjustments for personnel records.

To apply User-Defined Adjustments to financial records, complete the following steps:

1. In the "Adjustments – Personnel Data" window, click **Table Maintenance**.

2. In the "Table Maintenance - User Defined Adjustment" window, in the "Select a Table" box, select **User-Defined Adjustment**.

3. If you want to add a new record, complete the following:

   a. Click the **Add** button.

   b. In the "Table Maintenance – Insert User-Defined Corrections [Adjustments]" window, under "Data Type", in the box, select **Personnel**.

4. If you want to update an existing record, complete the following:

   a. Click the **Update** button.

   b. In the list, select the **record**.

   c. In the "Table Maintenance – Update User-Defined Corrections [Adjustments]" window, under "Data Type", in the box, select **Personnel**.

5. In the "From DMIS ID" box, select the **DMIS ID from which you are transferring the data**.

NOTE: The data are automatically transferred to the same DMIS ID.

6. In the "From Functional Cost Code" box, select the **FCC or RC/CC from which you are transferring the data**.

7. In the "To Functional Cost Code" box, select the **FCC or RC/CC to which you are transferring the data**.

8. If you want to transfer data between SUEEs, in the "From Service-Unique Expense Element" box, select the **SUEE from which you are transferring the data**. (**Army Only**)

9. If you selected a SUEE from which to transfer, in the "To Service-Unique Expense Element" box, select the **SUEE to which you are transferring the data**. (**Army Only**)

10. Under "Effective Date Range", in the "date" boxes, select the **start and end dates**.

NOTE: The default start and end dates are the current date and the end of the fiscal year.

11. In the "Code and Description" box, select the **documentation code**.

12. In the "Correction Description" box, type the **description of the corrections you made**.

NOTE: A description is not required.

---

13. Click **OK**.

NOTE: You can delete a record by selecting the record and clicking **Delete**. You can delete a record only if it has not been applied.

---

14. In the "Adjustments – Personnel Data" window, click **Apply User-Defined Table** button.

15. In the "Confirm" window, click **OK**.

16. In the "Code and Description" box, select the **documentation code**.

17. In the "Comments" box, type the **comments**.

NOTE Comments are not required.

---

18. Click **OK**.

The personnel data are transferred as defined in the user correction record. You can view the adjustments by filtering for those records.

If an active personnel user correction record on the User-Defined Table could not be applied, the following message appears in the status bar:

```
UDA – Completed – Check UDA Exception Report
```

You can view this report under the Data Audit category in the Reports function.

8.11 Saving Adjustments Performed via the Adjustments Download

After you have completed all your adjustments to the data source, you will need to upload the data back to the server. To upload your adjustments to the server, complete the following steps:

1. From the "Main" menu click **Function**.

2. Click **Save Adj Data**.

3. Click **File – Exit**.

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9   Adjusting Workload Data

9.1   Introduction

Workload data include patient acuity data, respiratory therapy/pulmonary function data, and data set data. All patient acuity and respiratory therapy/pulmonary function data and some data set data are manually entered. However, some data set data also come from CHCS, WMSN-A and ADM. EAS IV enables you to adjust workload data before proceeding to allocation.

9.2   In this Section

This section includes the following:

- Viewing Workload Data

- Using the Adjustments Download

- Adding a Patient Acuity Record

- Adjusting a Patient Acuity Record

- Adding a Respiratory Therapy/Pulmonary Function Record

- Adjusting a Respiratory Therapy/Pulmonary Function Record

- Adding a Data Set Record

- Adjusting a Data Set Record

- Saving Adjustments Performed via the Adjustments Download

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9.3   Viewing Workload Data

After workload data migrate, the records appear in Adjustments for you to view. To view workload data, complete the following steps:

1. To view patient acuity data, in the "Adjustments – Workload" window, in the "Sub-Type" box, select **Patient Acuity**.

2. In the "Calendar Month" box, select the **calendar month**.

NOTE: The default dates in the Calendar Month and Calendar Year boxes are the last month and year for which patient acuity data have migrated or been manually entered.

---

3. In the "Calendar Year" box, select the **calendar year**.

4. In the list, view the patient acuity data.

5. Click **Get.**

6. If you want to view respiratory therapy/pulmonary function data, complete the following:

   a. On the "Workload" window, in the "Sub-Type" box, select **Respiratory Therapy/ Pulmonary Function**.

   b. In the "Procedure Date" box, select the **procedure date**.

NOTE: The current date is the default date in the Procedure Date box. You need to select a procedure date for the month you are adjusting.

---

   c) In the "Providing DMIS ID" box, select the providing **DMIS ID**.

   a. In the "Providing FCC" box, select the **providing FCC**.

   b. In the list, view the respiratory therapy/pulmonary function data.

   c. Click **Get.**

7. If you want to view data set data, complete the following:

   a. On the "Workload" window, in the "Sub-Type" box, select **Data Sets**.

   b. In the "Calendar Month" box, select the **calendar month**.

NOTE: The default dates in the Calendar Month and Calendar Year boxes are the last calendar month and year for which data set data have migrated or been manually entered.

---

   c. In the "Calendar Year" box, select the **calendar year**.

       d. In the "Providing DMIS ID" box, select the p**roviding DMIS ID**.

       e. In the "Data Set" box, select the **data set**.

NOTE: When you select the data set, the description and raw and/or weighted amounts of procedures for the data set appear.

---

       d. Click **Get**.

       e. In the list, view the data set data.

8. If you want to view Percent Complete data, complete the following:

       a. In the "Workload" window, in the "Sub-Type" box, select **ADM Percentage Completed**.

       b. In the "Calendar Month" box, select the **calendar month.**

NOTE: The default dates in the Calendar Month and Calendar Year boxes are the last calendar month and year for which data set data have migrated or been manually entered.

---

       c. In the "Calendar Year" box, select the **calendar year**.

       d. Click **Get**.

       e. In the list, view the data set data.

9.3.1 Viewing Workload Data via the Adjustments Download

To view workload data via the Adjustments Download, complete the following steps:

1. In the "EAS IV Main Menu" toolbar, click **Adjustments Download**.

2. Enter the following authentication parameters:

       a. **DMIS ID**

       b. **Logon ID**

       c. **Password**

3. Select **Adjustments**.

4. Click the **Logon** button.

5. From the "Main" menu, select **View**.

6. Click **Workload**.
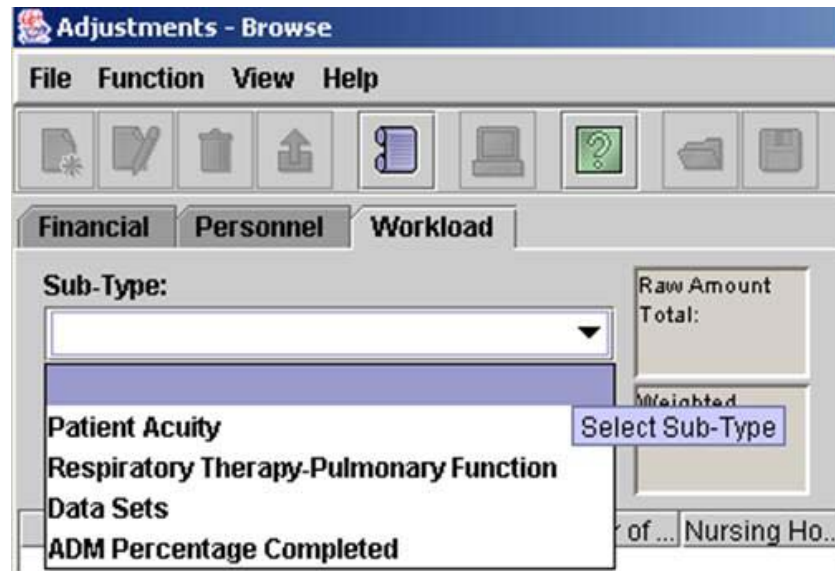
Figure 9-1. Adjustments - Browse (Workload) Window

7. To view patient acuity data, in the "Adjustments –
    Workload" window, in the "Sub-Type" box, select **Patient
    Acuity**.

8. In the "Calendar Month" box, select the **calendar month**.

NOTE: The default dates in the Calendar Month and Calendar Year
boxes are the last month and year for which patient acuity data have
migrated or been manually entered.

---

9. In the "Calendar Year" box, select the **calendar year**.

10. In the list, view the patient acuity data.

11. From the "Main" menu, select **Function**.

12. Click **Load Adj Data**.

13. If you want to view respiratory therapy/pulmonary function
    data, complete the following:

    a. On the "Workload" window, in the "Sub-Type" box,
        select **Respiratory Therapy/ Pulmonary Function**.

    b. In the "Procedure Date" box, select the **procedure
        date**.

NOTE: The current date is the default date in the Procedure Date box.
You need to select a procedure date for the month you are adjusting.

---

    c. In the "Providing DMIS ID" box, select the **providing
        DMIS ID**.

    d. In the "Providing FCC" box, select the **providing FCC**.

   e.   In the list, view the respiratory therapy/ pulmonary function data.

   f.   From the "Main" menu, select **Function**.

   g.   Click **Load Adj Data**.

14. If you want to view data set data, complete the following:

   a.   On the "Workload" window, in the "Sub-Type" box, select **Data Sets**.

   b.   In the "Calendar Month" box, select the **calendar month**.

NOTE: The default dates in the Calendar Month and Calendar Year boxes are the last calendar month and year for which data set data have migrated or been manually entered.

---

   c.   In the "Calendar Year" box, select the **calendar year**.

   d.   In the "Providing DMIS ID" box, select the **providing DMIS ID**.

   e.   In the "Data Set" box, select the **data set**.

NOTE: When you select the data set, the description and raw and/or weighted amounts of procedures for the data set appear.

---

   f.   From the "Main" menu, select **Function**.

   g.   Click **Load Adj Data**.

   h.   In the list, view the data set data.

15. If you want to view Percent Complete data, complete the following:

   a.   In the "Workload" window, in the "Sub-Type" box, select **ADM Percentage Completed**.

   b.   In the "Calendar Month" box, select the **calendar month**.

NOTE: The default dates in the Calendar Month and Calendar Year boxes are the last calendar month and year for which data set data have migrated or been manually entered.

---

   c.   In the "Calendar Year" box, select the **calendar year**.

   d.   From the main menu, select **Function**.

   e.   Click **Load Adj Data**.

   f.   In the list, view the data set data.

9.4   Using the Adjustments Download

The Adjustments Download function is the most appropriate method if you have many adjustments. This mechanism allows you to download migrated data to your desktop where you can complete the required adjustments without maintaining a connection to the Web application. After adjustments are completed, the information is uploaded to the Web application.

It is important to remember that both mechanisms achieve the same result and cannot be used simultaneously. For example, if a user is adjusting financial records via the Adjustments download, a second user will be "locked out" of the Adjustments Web financial area until the first user uploads the adjustments.

For these activities the application software required, should have been loaded on your desktop during the initial deployment of the EAS IV Web-enabled application.

9.5   Adding a Patient Acuity Record

In this topic, you will learn to add a patient acuity record. All workload records are adjusted through a data entry window that enables you to adjust multiple records without exiting the window.

For Air Force and Navy, patient acuity data needs to be added manually each fiscal month because patient acuity data are not currently received from a source system.

To add a patient acuity record, complete the following steps:

1. In the "Adjustments –Workload" window, in the "Sub-Type" box, select **Patient Acuity**.

2. In the "Calendar Month" box, select the **calendar month**.

3. In the "Calendar Year" box, select the **calendar year**.

4. Click the **Add** button.

5. In the "Adjustments - Workload Data Set Entry (Add Mode)" window, under "Requesting Work Center", select an **FCC**.

6. In the "DMIS ID" box, select the **DMIS ID**.

NOTE: If the providing FCC is associated with only one DMIS ID, the DMIS ID is automatically populated when you enter the FCC.

7. Under "Patient Acuity Category", select the **patient acuity category**.

8. Under "Patient Acuity Amounts", enter the n**umber of patients**.

9. Under "Patient Acuity Amounts", enter **nursing hours**.

10. Select a **Code and Documentation description** in the drop down list.

11. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

12. Click **OK**.

13. If you want to add more patient acuity records, repeat steps 1 through 13 until you have finished adding all the patient acuity records that you want to add, then click **Enter**.

NOTE: The record you added appears at the top of the list. Your changes are not saved at this point.

9.5.1   Adding a Patient Acuity Record via the Adjustments Download

For Air Force and Navy, to add a patient acuity record via the adjustments download, complete the following steps:

1. From the "Main" menu, select **Function**.

2. Click the **Data Entry** button.

Figure 9-2. Adjustments - Browse (Function - DataEntry) Window

3. Click **Add**.

4. In the "Adjustments –Workload – Data Entry" window, under "Requesting Work Center", select an **FCC**.

NOTE: The first time you add records for a month, you do not have to click **Add** because the "Adjust & View" button is not enabled.

5. In the "DMIS ID" box, select the **DMIS ID**.

NOTE: If the providing FCC is associated with only one DMIS ID, the DMIS ID is automatically populated when you enter the FCC.

---

6. Under "Patient Acuity Category", select the **patient acuity category**.

7. Under "Patient Acuity Amounts", enter the **number of patients**.

8. Under "Patient Acuity Amounts", enter **nursing hours**.

9. Click **Apply**.

Figure 9-3. Adjustments - Workload - DataEntry – (Air Force) Window

10. Select a **Code and Documentation** description in the drop down list.

11. In the "Comments" box, type the **comments**.

NOTE: Comments are not required.

---

12. Click **OK**.

13. Click **Close**.

9.6   Adjusting a Patient Acuity Record

All workload records are adjusted through a data entry window that enables you to adjust multiple records without exiting the window.

You may need to change the number of patients or nursing hours for an existing patient acuity record. The number of patients or nursing hours is changed to the actual number you enter.

To adjust a patient acuity record, complete the following steps:

1. In the "Adjustments – Workload" window, in the" Sub-Type" box, select **Patient Acuity**.

2. In the "Calendar Month" box, select the **calendar month**.

3. In the "Calendar Year" box, select the **calendar year**.

4. In the "Adjustments – Workload" window, in the list, select a **record**.

NOTE: If you want to search for a patient acuity record, you can filter for the **FCC for which you are searching**. If a matching record is found, the record is indicated in the list.

---

5. Click **Adjust**.

6. If you want to adjust the number of patients; in the "Number of Patients" box, type the **number of patients**.

7. If you want to adjust the nursing hours, in the "Nursing Hours" box, type the **number of nursing hours**.

8. In the "Code and Description" box, select the **documentation code**.

9. In the "Correction Description" box, type the **description of the corrections you made**.

NOTE: A description is not required.

---

10. Click **Adjust**.

11. If you want to adjust more patient acuity records, repeat steps 4 through 10 until you have finished adjusting all the patient acuity records you want to adjust.

NOTE: The last record you adjusted appears at the top of the list. Your changes are not saved at this point.

9.6.1   Adjusting a Patient Acuity Record via the Adjustments Download

To adjust a patient acuity record via the adjustments download, complete the following steps:

NOTE: If you want to search for a patient acuity record, you can filter for the FCC for which you are searching. If a matching record is found, the record is indicated in the list.

---

1. From the "Main" menu, select **Function**.

2. Select **Function Data Entry**.

3. In the "Adjustments – Workload – Data Entry" window, in the list, select a **record**.

4. Click **Adjust and View**.

5. If you want to adjust the number of patients; in the "Number of Patients" box, type **the number of patients**.

6. If you want to adjust the nursing hours, in the "Nursing Hours" box, type **the number of nursing hours**.

7. Click **Apply**.

8. In the "Code and Description" box, select the **documentation code**.

9. In the "Correction Description" box, **type the description of the corrections you made**.

NOTE: A description is not required.

---

10. Click **OK**.

11. Click **Close**.

9.7   Adding a Respiratory Therapy/Pulmonary Function Record

To add a respiratory therapy/pulmonary function record, complete the following steps:

1. On the "Adjustments –Workload" window, in the "Sub-Type" box, select **Respiratory Therapy/Pulmonary Function**.

2. In the "Procedure Date" box, type a **procedure date**.

3. In the "Providing DMIS ID" box, in the drop-down list, select the **providing DMIS ID**.

4. In the "Providing FCC" box, in the drop-down list, select the **providing FCC**.

5. Click the **Add** button.

6. In the "Adjustments - Workload" window, click **Add**.

7. Under "Requesting Work Center", in the "FCC" box, select the **FCC**.

8. In the "DMIS ID" box, select the **DMIS ID**.

NOTE: If a providing FCC is associated with only one DMIS ID, the DMIS ID is automatically populated when you enter the FCC.

9. Under "Procedure Code", in the box, select the **procedure code**.

10. Under "Beneficiary Category", in the box, select the **beneficiary category code**.

11. Under "Stat Amount", in the "Raw Amount" box, type the **raw amount of respiratory therapy/pulmonary function procedures**.

NOTE: The weighted amount is automatically calculated and displayed in the weighted amount field.

12. In the "Code and Description" box, select the **documentation code**.

13. In the "Correction Description" box, type the **description of the corrections you made**.

NOTE: A description is not required.

14. Click the **Add** button.

9.7.1   Adding a Respiratory Therapy/Pulmonary Function Record via the Adjustments Download

To add a respiratory therapy/pulmonary function record via the adjustments download, complete the following steps:

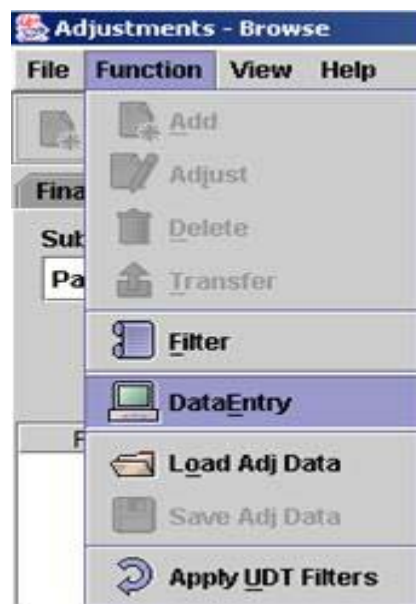1. From the "Main" menu, select **Function**.

2. Select **Function Data Entry**.

3. Click **Add**.

4. In the "Adjustments – Workload – Data Entry" window, under "Requesting Work Center", in the "FCC" box, select the **FCC**.

5. In the "DMIS ID" box, select the **DMIS ID**.

NOTE: If a providing FCC is associated with only one DMIS ID, the DMIS ID is automatically populated when you enter the FCC.

6. Under "Procedure Code", in the box, select **the procedure code**.

7. Under "Beneficiary Category", in the box, select the **beneficiary category code**.

8. Under "Stat Amount", in the "Raw Amount" box, type the **raw amount of respiratory therapy/pulmonary function procedures**

9. Hit the **Enter** key.

NOTE: The weighted amount is automatically calculated and displayed in the weighted amount field.

---

10. Click **Apply**.

11. In the "Code and Description" box, select the **documentation code**.

12. In the "Correction Description" box, type the **description of the corrections you made**.

NOTE: A description is not required.

---

13. Click **OK**.

14. Click **Close**.

9.8   Adjusting a Respiratory Therapy/Pulmonary Function Record

You may need to change the raw amount of procedures for an existing respiratory therapy/pulmonary function record. Unlike financial data, the raw amount of procedures is changed to the number that you type.

To adjust a respiratory therapy/pulmonary function record, complete the following:

1. In the "Adjustments – Workload" window, in the "Sub-Type" box, select **Respiratory Therapy/ Pulmonary Function**.

2. In the "Procedure Date" box, select the **procedure date**.

3. In the "Providing DMIS ID" box, select the **providing DMIS ID**.

4. In the "Providing FCC" box, select the **providing FCC**.

5. Click the **Get** button.

6. In the "Adjustments-Workload" window, in the list, select a **record**.

NOTE: If you want to search for a respiratory therapy/pulmonary function record, apply a filter for the FCC for which you are searching and press **Enter**. If a matching record is found, the record is indicated in the list.

---

7. If you want to adjust the raw amount of procedures, under "Stat Amount", in the "Raw Amount" box, type the **raw amount of respiratory therapy/pulmonary function procedures**.

NOTE: The weighted amount is automatically calculated and displayed in the weighted amount field.

8. Click **Adjust**.

9. In the "Code and Description" box, select the **documentation code**.

10. In the "Correction Description" box, type the **description of the corrections you made**.

NOTE: A description is not required.

9.8.1   Adjusting a Respiratory Therapy/Pulmonary Function Record via the Adjustments Download

To adjust a respiratory therapy/pulmonary function record via the adjustments download, complete the following:

1. From the "Main" menu, select **Function**.

2. Click **Data Entry**.

3. In the "Adjustments-Workload – Data Entry" window, in the list, select **a record**.

4. Click **Adjust and View**.

5. If you want to adjust the raw amount of procedures, under "Stat Amount", in the "Raw Amount" box, type **the raw amount of respiratory therapy/pulmonary function procedures**.

6. Hit the **Enter** key.

NOTE: The weighted amount is automatically calculated and displayed in the weighted amount field.

7. Click **Apply**.

8. In the "Code and Description" box, select the **documentation code**.

9. In the "Correction Description" box, type the **description of the corrections you made**.

10. Click From the "Main" menu, select **Function**.

NOTE: A description is not required.

11. Click **OK**.

12. Click **Close**.

9.9   Adding a Data Set Record

Some data set records are received from WMSN and CHCS. Because not all data set data are currently received from a source system, you may need to add data set data manually each fiscal month.

For data sets whose data set ID is SQ FT or SQ FT CLEANED or whose data set ID begins with EAC, EAD, or EAE, the data needs to be entered only for the first month of the fiscal year. For the rest of the fiscal year, the values from the first month roll over to the subsequent months when the CHCS file migrates. If the value of one of these data sets changes during the fiscal year, you can add the data set record in Adjustments before migrating the CHCS file for the next month. When that file migrates, the new values will be rolled over to subsequent months.

To add a data set record, complete the following steps:

NOTE: The fields that appear in the "Workload Data Entry – Data Sets" window depends on the data set for which you are adding or adjusting records.

1. In the "Adjustments – Workload" window, in the "Sub-Type" box, select **Data Sets**.

2. In the "Calendar Month" box, select the **calendar month**.

3. In the "Calendar Year" box, select the **calendar year**.

4. In the "Providing DMIS ID" box, select the **providing DMIS ID**.

5. In the "Data Set" box, select the **data set**.

6. Click the **Get** button.

7. In the "Adjustments – Workload" window, click **Add**.

8. Under "Requesting Work Center", in the "FCC" box, select the **FCC**.

9. In the "DMIS ID" box, select the **DMIS ID**.

NOTE: If the requesting FCC is associated with only one DMIS ID, the DMIS ID is automatically populated when you enter the FCC.

10. If Current Proc Terminology field is provided, in the "CPT Code" box, select the **CPT code**.

NOTE: Only particular Data Set have associated CPT code.

11. If Current Proc Terminology field is provided, in the "CPT Modifier" box, select the **CPT modifier**.

> **NOTE**: If the CPT code is associated with only one CPT modifier, the CPT modifier is automatically populated when you enter the CPT code.

12. If a beneficiary category is required, under "Beneficiary Category", in the box, select the **beneficiary category**.

13. Under "Stat Amounts", if a raw amount is required, in the "Raw Amount" box, type the **raw amount of procedures**.

> **NOTE**: For data sets that have a CPT code, the weighted amount of procedures is automatically calculated. For data sets that do not have a CPT code or have a CPT value of N/A, enter the weighted amount.

14. If a weighted amount is required, in the "**Weighted Amount" box,** type the **weighted amount of procedures**.

15. In the "Code and Description" box, select the **documentation code**.

16. In the "Comments" box, type the **comments**.

17. Click **Add**.

18. If you want to add more records for the data set, repeat steps 4 through 17 until you have finished adding all the data set records you want to add.

9.9.1   Adding a Data Set Record via the Adjustments Download

To add a data set record via the Adjustments Download, complete the following steps:

1. From the "Main" menu, select **Function**.

2. Click the **Data Entry**.

3. Click the **Add** button.

4. In the "Adjustments – Workload – Data Entry" window, under "Requesting Work Center", in the "FCC" box, select the **FCC**.

5. In the "DMIS ID" box, select the **DMIS ID**.

Figure 9-4. Adjustments - Workload Data Set Entry (Add Mode) Window

NOTE: If the requesting FCC is associated with only one DMIS ID, the DMIS ID is automatically populated when you enter the FCC.

6. If Current Proc Terminology field is provided, in the "CPT Code" box, select the **CPT code**.

NOTE: Only particular data sets have an associated CPT code.

7. If Current Proc Terminology field is provided, in the "CPT Modifier" box, select the **CPT modifier**.

NOTE: If the CPT code is associated with only one CPT modifier, the CPT modifier is automatically populated when you enter the CPT code.

8. If a beneficiary category is required, under "Beneficiary Category", in the box, select the **beneficiary category**.

NOTE: For data sets that have a CPT code, the weighted amount of procedures is automatically calculated. For data sets that do not have a CPT code or have a CPT value of N/A, enter the weighted amount.

9. Under "Stat Amounts", if a raw amount is required, in the "Raw Amount" box, type the **raw amount of procedures**.

10. If a weighted amount is required, in the "Weighted Amount" box, type the **weighted amount of procedures**.

11. Click **Apply**.

12. In the "Code and Description" box, select the **documentation code**.

13. In the "Comments" box, type the **comments**.

14. Click **OK**.

15. Click **Close**.

9.10 Adjusting a Data Set Record

You may need to change the raw amount or weighted amount of procedures for an existing data set record. Unlike financial data, the raw and weighted amounts are changed to the actual numbers that you type.

To adjust a data set record, complete the following steps:

1. In the "Adjustments –Workload" window, in the "Sub-Type" box, select **Data Sets**.

2. In the "Calendar Year" box, select the **calendar year**.

3. In the "Calendar Month" box, select the **calendar month**.

4. In the "Providing DMIS ID" box, select the **providing DMIS ID**.

5. In the "Data Set" box, select the **data set.**

6. Click **Get**.

7. Select the **record you want to adjust**.

8. Click **Adjust**.

9. Under "Stat Amounts", if you want to adjust a raw amount in the "Raw Amount Adjust By" box, type the **raw amount of procedures**.

NOTE: For data sets that have a CPT code, the weighted amount of procedures is automatically calculated. For data sets that do not have a CPT code or have a CPT value of N/A, enter the weighted amount.

10. If you want to adjust a weighted amount, in the "Weighted Amount Adjust By" box, type the **weighted amount of procedures**.

11. In the "Code and Description" box, select the **documentation code**.

12. In the "Comments" box, type the **comments**.

Figure 9-5. Adjustments – Workload Data Set Entry (Adjust Mode)

13. Click **Adjust**.

9.10.1 Adjusting a Data Set Record via the Adjustments Download

To adjust a data set record via the Adjustments Download, complete the following steps:

1. From the "Main" menu, select **Function**.

2. Click **Data Entry**.

3. In the "Adjustments –Workload – Data Entry" window, select **the record you want to adjust**.

4. Click **Adjust and View**.

5. Under "Stat Amounts", if you want to adjust a raw amount is required, in the "Raw Amount Adjust By" box, type **the raw amount of procedures.**

6. Hit the **Enter** key.

> **NOTE**: For data sets that have a CPT code, the weighted amount of procedures is automatically calculated. For data sets that do not have a CPT code or have a CPT value of N/A, enter the weighted amount.

7. If you want to adjust a weighted amount, in the "Weighted Amount Adjust By" box, type **the weighted amount of procedures**.

8. Click **Apply**.

9. In the "Code and Description" box, select the **documentation code**.

10. In the "Comments" box, type the **comments**.

11. Click **OK**.

12. Click **Close**.

9.11 Saving Adjustments Performed via the Adjustments Download

After you have completed all your adjustments to the data source, you will need to upload the data back to the server. To upload your adjustments to the server, complete the following steps:

1. From the "Main" menu, click **Function**.

2. Click **Save Adj Data**.

3. Click **File – Exit**.

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10 Allocation

10.1 Introduction

Allocation calculates service unit, work center, and DRG cost using algorithms based on Medical Expense and Performance Repository System/Expense Assignment Systems, Version IV (MEPRS/EAS IV) methodologies. Before shared expenses can be allocated, the data must pass pre-allocation validation cross-data and variance checks that compare the financial, personnel, and workload data to specific criteria in the business rules.

10.2 In this Section

This section includes the following:

- Pre-Allocation Validation
- Addressing Pre-Allocation Validation Warnings and Errors
- Performing an Allocation Job
- Allocated Data Status Information

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10.3 The Allocation Process

A successful allocation process has 19 steps. From this allocation process, EAS IV generates summary data that you can view using the various allocation reports.

Table 1-1 lists the steps in the allocation process:

NOTE: If you are performing multiple net month allocation jobs at the same time, the first three steps run for each month before proceeding to the next step. For example, if you are running a net month allocation job for October and November, the first step is completed for October. Then, the first step is completed for November before continuing to the second step for October, and so on. After pre-allocation validation is completed, all subsequent steps are completed individually for each month beginning with the first month.

Table 10-1. Allocation Process

Allocation Step	Description
Create Resp/Pulm data sets	This step creates the respiratory therapy/pulmonary function data sets from the respiratory therapy/pulmonary function data that have been entered in EAS IV to allocate respiratory therapy/pulmonary function expenses.
Create ADM data sets	This step creates the ADM data sets from the ADM data collected in EAS IV to cost ambulatory procedures. If no ADM data are available, this step is skipped.
Pre-allocation validation	This step performs cross-data and variance validation of all clean financial, personnel, and workload data that are being allocated. Pre-allocation validation is always performed by month; therefore, validation for year-to-date and 12-month range allocation jobs takes longer to process than for net month jobs.
Delete previous job	This step deletes the last allocation job run for the same job type and timeframe. This step is completed regardless of the result of pre-allocation validation. The length of allocation processing time largely depends on the length of time it takes to complete this step. This processing time is due to the large number of database records created from the previous job that need to be removed.

Accumulate data sets	This step adds all clean data set data for the months being processed for allocation. These data are used to create the allocation ratios for FCCs that allocate based on workload and to calculate service unit costing.
Accumulate personnel data	This step adds all clean personnel data (excluding obligations) for the months being processed for allocation. These data are purified and used to create allocation ratios for FCCs that allocate based on FTEs.
Create allocation ratios	This step creates the allocation ratios from the data sets that are being used to allocate ancillary and support services expense data (D and E FCCs). These ratios are used to allocate expenses for providing FCCs that allocate based on workload data.
Purify personnel data	This step distributes personnel expenses and FTEs assigned to cost pools (FCCs with an X in the third position) to final operating accounts. This distribution is based on the allocation ratios of the providing cost pool FCC.
Accumulate expense data	This step adds all clean financial data (excluding obligations) for the months being processed for allocation. These data are purified and used to allocate direct expenses.
Copy personnel allocated to expense	This step adds all personnel salary expenses by skill type from the personnel data for the months being processed for allocation.
Calculate personnel contributed	This step calculates the amount of FTEs and salary expenses contributed by cost pools (FCCs with an X in the third position) to requesting FCCs.
Create personnel allocation ratios *FCCs in EAS IV with an allocation factor of FTEs use purified FTEs.*	This step creates allocation ratios from the personnel data to allocate expenses for providing FCCs that allocate based on personnel FTEs.
Purify expense data	This step distributes expenses for cost pools (FCCs with an X in the third position) based on the allocation ratios of the providing cost pool FCC. This step zeroes out cost pools alphabetically.
Stepdown support services expense data	This step distributes support services expense data (E FCCs) based on the allocation ratios of the providing support services FCCs in ASN order.

Distribute ancillary expense data	This step distributes ancillary expense data (D FCCs) based on the allocation ratios of the providing ancillary FCC in ASN order.
Calculate expenses contributed	This step calculates the amount of allocated expenses contributed by cost pools (FCCs with an X in the third position) to requesting FCCs.
Update service unit cost mappings	This step calculates service unit cost (cost per performance factor).
Accumulate DRG data	This step adds all clean DRG data for the months being processed to calculate DRG costing. If no DRG data are available, this step is skipped.
Calculate DRG cost data	This step calculates the DRG costing data for reporting purposes. If no DRG data are available, this step is skipped.

10.4 Pre-Allocation Validation

Before data can be allocated, the data passes through pre-allocation validation checks, which is performed at the third step. If errors or warnings are found during the third step, pre-allocation validation, the Allocation process does not proceed until all the errors and warnings are addressed.

Unlike initial validation, which occurs when you import a file and only checks for exceptions within each data type, pre-allocation validation compares financial, personnel, and workload data across data types to check for consistency in reporting among these data types. In addition, pre-allocation validation checks for variances both across data types and within a data type. When data do not meet the criteria set in the business rules, pre-allocation validation warnings or errors are generated.

Table 10-2 lists the pre-allocation validation checks:

Table 10-2. Pre-Allocation Validation Checks

Check	Description
Personnel obligation with no civilian personnel expense	The amount of civilian personnel obligations reported by a work center does not vary more than 10 percent from the civilian personnel expense reported by the work center.
Expense with no workload (A FCCs)	If an inpatient work center (excluding cost pools) reports financial expenses, the work center must also report workload in the OBD data set.

Check	Description
Expense with no workload (B FCCs)	If an ambulatory care work center (excluding cost pools) reports financial expenses, the work center must also report workload in the TOTAL VISITS data set.
Expense with no workload (C FCCs)	If a dental care work center (excluding cost pools) reports financial expenses, the work center must also report workload in the DENTAL WTD PROC data set.
Expense with no workload (D FCCs)	If an ancillary services center reports financial expenses, the work center must also report workload in data sets.
Expense with no workload (E FCCs)	If a support services work center reports financial expenses that will be allocated based on workload, the work center must also report workload in data sets.
Expense with no FTE (E FCCs)	If a support services work center reports financial expenses that will be allocated based on available FTEs, the work center must also report available FTEs.
Clinical staff salary with no workload (A FCCs)	If an inpatient work center (excluding cost pools) reports available FTE salary expenses for clinicians or direct care professionals, the work center must also report workload in the Occupied Bed Day OBD) data set.
Clinical staff salary with no workload (B FCCs)	If an ambulatory care work center (excluding cost pools) reports available FTE salary expenses for clinicians or direct care professionals, the work center must also report workload in the TOTAL VISITS data set.
Clinical staff salary with no workload (C FCCs)	If a dental care work center (excluding cost pools) reports available FTE salary expenses for clinicians or direct care professionals, the work center must also report workload in the DENTAL WTD PROC data set.
Clinical staff salary with no workload (D FCCs)	If an ancillary services work center reports any type of available FTE

Check	Description
	salary expenses, the work center must also report workload in data sets.
Available FTE with no workload (A FCCs)	If an inpatient work center reports available FTEs, the work center must also report workload in the OBD data set.
Ancillary accounts with workload (A FCCs)	If an inpatient work center (excluding cost pools) reports workload provided by an ancillary services work center, the work center must also report workload in the OBD data set.
Ancillary accounts with workload (B FCCs)	If an ambulatory care work center (excluding cost pools) reports workload provided by an ancillary services work center, the work center must also report workload in the TOTAL VISITS data set.
Ancillary accounts with workload (C FCCs)	If a dental care work center (excluding cost pools) reports workload provided by an ancillary services work center, the work center must also report workload in the DENTAL WTD PROC data set.
Raw and weighted amounts equal	The raw amount does not equal the weighted amount in the data set records reported for ancillary services work centers with FCCs that begin with DBA, DBB, DCA, DDD, DDE, DHA, and DIA.
Workload but no available FTE (A FCCs)	If an inpatient work center reports workload in the OBD data set, the work center must also report available FTEs.
Workload but no available FTE (B FCCs)	If an ambulatory care work center reports workload in the TOTAL VISITS data set, the work center must also report available FTEs.
Workload but no available FTE (C FCCs)	If a dental care work center reports workload in the DENTAL WTD PROC data set, the work center must also report available FTEs.
Workload but no available FTE (D FCCs)	If an ancillary services work center is providing workload for other work centers, the work center must also report available FTEs.

Check	Description
Admissions but no OBDs	If a work center reports workload for the ASD (Admissions) data set, the work center must also report workload for the OBD data set.
Ancillary accounts with workload (A FCCs)	If an inpatient work center (excluding cost pools) reports workload provided by an ancillary services work center, the work center must also report workload in the OBD data set.
Ancillary accounts with workload (B FCCs)	If an ambulatory care work center (excluding cost pools) reports workload provided by an ancillary services work center, the work center must also report workload in the TOTAL VISITS data set.
DFB minutes but no DFA minutes	If a work center reports minutes of service for DFB (Surgical Suite), the work center must also report minutes of service for DFA (Anesthesiology).
Dispositions but no OBDs	If a work center reports workload for the DISP (Dispositions) data set, the work center must also report workload for the OBD data set.
Total visits equal to or greater than outpatient visits	The total visits a work center reports in the TOTAL VISITS data set are equal to or greater than the amount of outpatient visits the work center reports in the OUTPT VISITS data set.
Expense with no workload (A FCCs)	If an inpatient work center reports workload in the OBD data set, the work center must also report net month expenses directly or must receive net month expenses indirectly from a cost pool.
Expense with no workload (B FCCs)	If an ambulatory care work center reports workload in the TOTAL VISITS data set, the work center must also report net month expenses directly or must receive net month expenses indirectly from a cost pool.
Expense with no workload (C FCCs)	If a dental care work center reports workload in the DENTAL WTD PROC data set, the work center must also report net month expenses directly or must receive net month expenses indirectly from a cost pool.

Check	Description
Expense with no workload (D FCCs)	If an ancillary services center provides workload for other work centers, the work center must also report net month expenses directly or must receive net month expenses indirectly from a cost pool.

10.4.1 Performing Pre-Allocation Validation

Unlike initial validation, which requires that you begin the validation process, pre-allocation validation takes place automatically whenever you run Allocation.

10.4.2 Pre-Allocation Validation Results

When pre-allocation validation detects no exceptions to the business rules, the data pass through the rest of the Allocation process. You can then open various Allocation reports to view how expenses were allocated.

When the pre-allocation validation process detects exceptions to the business rules, a warning or error is generated for each exception. The pre-allocation validation step shows a status of Completed With Errors, and you are prompted to go to the ECU to view the warnings and errors. The remaining steps in the Allocation process show a status of "Skipped" because they are not performed.

10.5 Pre-Allocation Validation Warnings

Pre-allocation warnings differ from the warnings generated during initial validation. You must address all warnings before Allocation can proceed because the warnings indicate a discrepancy between the data and the business rules.

Table 10-3 lists the pre-allocation validation warnings and their descriptions. In the warning messages, <#> indicates where a specific amount will appear, and <*> indicates where a specific data element will appear.

Table 10-3. Pre-Allocation Validation Warnings

Exception Code	Warning Message	Description
E0043	*The variance between civilian personnel expenses and obligations (obligations <#>/expenses <#>) is greater than 10 percent for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*> for month <*> of FY <*>.*	Civilian personnel expenses reported vary more than 10 percent from the corresponding obligations.
E0045	*Ancillary expenses are reported without corresponding workload for*	Ancillary expenses are reported without

Exception Code	Warning Message	Description
	FCC <>, DMIS ID <*> for month <*> of FY <*>.*	corresponding workload.
E0058	*Admissions are reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*> but no occupied bed days are reported for this FCC and DMIS ID.*	A work center reports admissions but no occupied bed days.
E0059	*DFB minutes are reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*> but no DFA minutes are reported for this FCC and DMIS ID.*	A work center reports DFB (Surgical Suite) minutes but no DFA (Anesthesiology) minutes.
E0060	*Dispositions are reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*> but no occupied bed days are reported for this FCC and DMIS ID.*	A work center reports dispositions but no occupied bed days.
E0064	*FCC <*> requested workload from FCC <*> but this requesting FCC DMIS ID <*> did not report workload for month <*> of FY <*>.*	An A, B, or C FCC is a requesting code on a D FCC, but workload is not reported for those A, B, or C codes.
E0065	*The raw amount <#> reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*> equals the weighted amount <#> reported.*	The raw amount reported for the selected data set equals the weighted amount reported.
E0070	*Available Clinician/Staff salaries are reported for non-ancillary account FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding workload.*	Available clinician/staff salaries are reported for a non-ancillary account without corresponding workload.
E0071	*Clinician/Staff salaries are reported for ancillary account FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding workload.*	Clinician/staff salaries are reported for an ancillary account without corresponding workload.
E0072	*Non-Ancillary workload is reported for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding available FTEs.*	Non-ancillary workload is reported without corresponding available FTEs.
E0073	*Available FTEs are reported for FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding*	Available FTEs are reported without corresponding workload.

Exception Code	Warning Message	Description
	workload.	
E0074	*Non-Ancillary expenses are reported for FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding workload.*	Non-ancillary expenses are reported without corresponding workload.
E0082	*Support Services expenses are reported for FCC <*>, DMIS ID <*> for month <*> of FY <*> without corresponding workload.*	Support services expenses are reported without corresponding workload.

10.6 Pre-Allocation Validation Errors

Errors differ from the warnings generated during initial validation. You must address all errors before Allocation can proceed because the errors indicate a discrepancy between the data and the business rules.

Table 10-4 lists the pre-allocation validation errors and their descriptions. In the error messages, <#> indicates where a specific amount will appear, and <*> indicates where a specific data element will appear.

Table 10-4. Pre-Allocation Validation Errors

Exception Code	Error Message	Description
E0044	*Ancillary workload without corresponding Available FTEs is reported for Data Set ID <*>, Providing FCC <*>, Providing DMIS ID <*> for month <*> of FY <*>.*	Ancillary workload is reported without corresponding available FTEs.
E0054	*The <#> total visits reported for FCC <*>, DMIS ID <*>, Providing DMIS ID <*> for month <*> of FY <*> is less than the <#> total outpatient visits reported.*	The total visits reported are less than the total outpatient visits reported.
E0075	*Ancillary workload is reported without corresponding expenses for Data Set ID <*>, Providing FCC <*>, Providing DMIS ID <*> for month <*> of FY <*>.*	Ancillary workload is reported without corresponding expenses.
E0078	*Non-Ancillary workload is reported without corresponding expenses for Data Set ID <*>, Providing DMIS ID <*>, FCC <*>, DMIS ID <*> for month <*> of*	Non-ancillary workload is reported without corresponding expenses.

Exception Code	Error Message	Description
	FY <*>.	

10.7 Addressing Pre-Allocation Validation Warnings and Errors

NOTE: You must need to address warnings and errors generated during Pre-allocation validation before Allocation can proceed.

10.7.1 ECU-Browse Window

When warnings or errors are generated during pre-allocation validation, you are prompted to go to the ECU. Warnings and errors are displayed in the ECU by data type. The three data types are Data Set, Financial, and Personnel. If you select a data type and nothing appears in the list, no warnings or errors were generated for the data type. If you are running a year-to-date Allocation job, the Error Correction Unit–Browse window defaults to display the first month that generated warnings or errors. You can view warnings and errors for other months by selecting another calendar month and year. Unlike initial validation warnings and errors, pre-allocation validation warnings and errors do not have ECU detail windows. You can use the ECU only to view and print warnings and errors or to override warnings. To correct warnings or errors, you adjust the affected data in the Adjustments – Browse window.

NOTE: The procedures for viewing and printing warnings and errors and overriding warnings in the Error Correction Unit – Browse window are the same as those used during initial validation.

10.7.2 Addressing Warnings

You have to either override or correct pre-allocation validation warnings. When you override a warning, you are accepting the data into EAS IV as valid. Although you may override warnings, it is recommended that you correct them. If you do override warnings, the discrepancies in the data affect your Allocation output. Also, if you override warnings and any data for that month have to be re-imported, the warnings appear again when you reallocate that month, and you have to override them again. For the greatest efficiency in processing data, you should correct pre-allocation validation warnings.

Warnings are overridden in the ECU, but they can be corrected only by using Adjustments. Because pre-allocation validation warnings involve discrepancies between data types, you correct the erroneous data type(s). If you need to correct data that can be corrected only in the source system, the data must be corrected in the source system, then re-imported, validated, and migrated to correct the warning.

10.7.3 Addressing Errors

You have to correct pre-allocation validation errors. Errors are corrected using Adjustments. Because pre-allocation errors involve discrepancies between data types, you correct the erroneous data type(s). If you need to correct data that can be corrected only in the source system, those data must be corrected in the source system, then re imported, validated, and migrated to correct the error.

10.8 Performing an Allocation Job

You can perform Allocation only when all data have been migrated and adjusted. Migration takes place when files have been initially validated, and all subsequent warnings and errors have been addressed.

When you run an Allocation job, the service unit cost, work center cost, and DRG cost are calculated using algorithms based on MEPRS/EAS IV cost accounting methodologies. These calculations affect the accurate Allocation of shared expenses to the appropriate operating accounts. When the calculations are completed, Allocation creates summary data for reporting and decision-making purposes.

You need to initiate an Allocation job to allocate shared expenses to final operating accounts when all data have been migrated and adjusted. Every month, you should run a net month Allocation job. You can also run year-to-date Allocation jobs.

NOTES: If you have to re-import data for any fiscal month that has been previously allocated, you must re-run a net month Allocation job for that fiscal month.

Because Allocation jobs can take a while to process, you can monitor the status of any Allocation job that is currently running. If you are running an Allocation job and need to cancel the job for any reason, you can stop the Allocation job at any time before it is completed.

Before you run Allocation, EAS IV requires you to select the type of processing job. Table 10-5 lists the three types of Allocation jobs and their descriptions:

Table 10-5. Types of Allocation Jobs

Type	Description
Net Month	Performs Allocation for the selected month only (Only months that have migrated data are available for you to select.).
Year-to-Date	Performs Allocation for all months year-to-date for the current fiscal year.
12-Month Range	Performs Allocation for any 12-month range (This job type can cross fiscal years.).

Figure 10-1. Allocation – Job Processing Window

To initiate an Allocation job, complete the following steps:

1. In the "EAS IV Main Menu" window, click the **Allocation toolbar**.

NOTE: The DRG Costing check box is always selected and cannot be cleared. If no DRG data are available, this step in the Allocation process is skipped.

2. If you want to run a year-to-date Allocation job, complete the following:

   a. In the "Allocation – Job Processing" window, under "Type", select **Year-To-Date**.

   b. Under "Date Range", in the boxes, select the **date range**.

3. If you want to run a net month Allocation job, complete the following:

   a. In the "Allocation Job Processing" window, under "Type", select **Net Month**.

   b. On the "date range" tab, select the **calendar year**.

NOTE: Only migrated fiscal months are available.

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4. If you want to run a 12-month range Allocation job, complete the following:

   a. In the "Select Processing Job" window, under "Type", select **12-Month Range**.

   b. Under "Date Range", in the boxes, select the **date range**.

5. Click **Run**.

NOTE: When you click **Run**, the "Processing Monitor" window appears. You can use this window to monitor an Allocation job. Refer to Section 9.8 Performing an Allocation Job procedure in this topic for information on monitoring an Allocation job.

Figure 10-2. Allocation - Job Processing Window

6. If the Allocation run is completed with errors because exceptions were found during pre-allocation validation, complete the following:

   a. In the "EAS IV Main Menu" window, click the **ECU toolbar**.

   b. In the "Source Data" box, select **EAS IV**.

---

c. In the "Data Type" box, select the **data type**.

Figure 10-3. Error Correction Unit – Browse Window

NOTE: You will have to check all data types – financial, personnel, and data sets for errors and warnings.

d. In the "Calendar Year" box, select the **calendar year**.

e. In the "Calendar Month" box, select the **calendar month**.

NOTE: For a Year-To-Date Allocation, you will have to select each month to view errors and warnings.

f. Click **Get Result.**

7. The Allocation run is completed, in the "Information" window, click **OK**.

10.8.1 Monitoring an Allocation Job Procedure

To monitor an Allocation job, complete the following steps:

NOTE: In order to monitor an Allocation Job, one must currently be running.

1. In the "Processing Monitor" window, in the top list, view the current Allocation job and step information.

2. In the bottom list, click the **plus (+)** icon beside "EAS IV Processing".

NOTE: When you click the plus (+) icon, a list of the Allocation jobs associated with the current run appears.

3. In the right column of the list, view the status of each step associated with the selected job.

10.8.2 Stopping an Allocation Job Procedure

To stop an Allocation job, click the **Cancel Process** button in the "Processing Monitor" window.

10.8.3 Allocation Reports

After data are allocated, several reports detailing how expenses were allocated are available for you to view. The following table lists the Allocation Reports and their descriptions:

Table 10-6. Allocation Reports

Report	Description
Allocation Summary Report	Shows a summary of how all expenses were allocated for all FCCs included in an Allocation job
Allocation Ratios ASN Verification Report	Shows the ratios used to allocate expenses
Allocation Status Report	Shows the status of an Allocation job
DRG Accepted for Allocation Report	Shows the migrated DRG data that were included in an Allocation job
DRG Allocated Report	Shows the allocated DRG data
Data Set Accepted for Allocation Report	Shows the migrated data set data that were included in an Allocation job
Data Set Allocated Report	Shows the allocated data set data
Expense Accepted for Allocation Report	Shows the migrated financial data that were included in an Allocation job
Expense Allocated Report	Shows the allocated financial data
Personnel Accepted for Allocation Report	Shows the migrated personnel data that were included in an Allocation job
Personnel Allocated Report	Shows the allocated personnel data

10.9 Allocated Data Status Information

You can view the status of allocated data on the Allocated Data Status tab in the EAS IV Main Menu window. This tab displays the following information:

- Starting Calendar Year
- Starting Calendar Month
- Ending Calendar Year
- Ending Calendar Month
- Processing Job Type Description
- Validated indicator (selected if the Allocation job passed pre-Allocation validation)

- Allocated indicator (selected if the Allocation job was successfully performed)
- DRG indicator (selected if DRG costing was calculated for an Allocation job)
- Service Unit indicator (selected if service unit costing was calculated for an Allocation job)

To view the status of allocated data, complete the following steps:

1. In the "EAS IV Main Menu" window, click the **Allocation Status toolbar**.

2. In the "Allocated Data Status" window, view the information.

Figure 10-4. Allocated Data Status Window

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11 Reports

11.1 Introduction

In this section you will be able to identify and review Reports. Reports provide specific information and details that enable you to understand how data was processed. EAS IV Reports also include tables that contain the business rules and master code tables used during Validation.

11.2 In this Section

This section includes the following:

- EAS IV Reports

- Viewing and Printing a Report

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11.3 EAS IV Reports

Reports show the data in EAS IV and how the data were processed. Some Reports show tables that EAS IV uses to determine the business rules and master code tables.

NOTE: Refer to Section 2.3.1, Centrally Distributed Table and Section 2.3.7 Modifiable Tables for descriptions of tables that comprise the business rules and master code tables.

11.3.1 Allocation Verification

The Allocation Verification category contains the Reports that show how a month's data were allocated in EAS IV. Refer to Section 9.8 Performing Allocation Job, for a detailed description of the information each report contains. The Allocation Verification category includes the following Reports:

- *Allocation Ratios ASN Verification Report*
- *Allocation Status Report*
- *DRG Accepted for Allocation Report*
- *DRG Allocated Report*
- *Data Set Accepted for Allocation Report*
- *Data Set Allocated Report*
- *Expense Accepted for Allocation Report*
- *Expense Allocated Report*
- *Personnel Accepted for Allocation Report*
- *Personnel Allocated Report*

11.3.2 Data Audit

The Data Audit category contains the Reports that show how data were changed in EAS IV within a date range or fiscal month. The Data Audit category includes the following Reports:

- *ADM Workload Audit Report by Fiscal Year/Month*
- *ADM Workload Audit Report by Fiscal Year/Month*
- *DRG Workload Audit Report by Date*
- *DRG Workload Audit Report by Fiscal Year/Month*
- *Data Set Workload Audit Report by Date*
- *Data Set Workload Audit Report by Fiscal Year/Month*
- *Enrollment Audit Report by Date*

- *Enrollment Audit Report by Fiscal Year/Month*

- *Exception Override Audit Report By Date*

- *Exception Override Audit Report By Fiscal Year/Month*

- *Financial Audit Report by Date*

- *Financial Audit Report by Fiscal Year/Month*

- *Patient Acuity Workload Audit Report by Date*

- *Patient Acuity Workload Audit Report by Fiscal Year/Month*

- *Personnel Audit Report by Date*

- *Personnel Audit Report by Fiscal Year/Month*

- *Pre-Allocation Exception Audit Report by Date*

- *Pre-Allocation Exception Audit Report by Fiscal Year/Month*

- *Respiratory Therapy/Pulmonary Function Workload Audit Report by Date*

- *Respiratory Therapy/Pulmonary Function Workload Audit Report by Fiscal Year/Month*

11.3.3 Error Correction Reports

The Error Correction Reports category contains the Reports that show existing warnings and errors for a source system in the ECU. This category includes the following Reports:

- *ECU by ADM Data Source Report*

- *ECU by DRG Data Source Report*

- *ECU by Data Set Data Source Report*

- *ECU by Enrollment Data Source Report*

- *ECU by Financial Data Source Report*

- *ECU by Patient Acuity Data Source Report*

- *ECU by Personnel Data Source Report*

- *ECU by Pre-Allocation Data Source Report*

11.3.4 Financial Tables

The Financial Tables category contains tables that determine the financial business rules and master code tables. This category includes the following tables:

- *Air Force RC/CC to FCC Mapping Table*

- *Basic Symbol/Limit Table*

- *Navy Financial Table*

- *Program Element Code Table*

- *SEEC and SUEE Table*

- *SOF Table*

11.3.5 Miscellaneous Standard Tables

The Miscellaneous Standard Tables category contains tables that determine the business rules and master code tables. This category includes the following tables:

- *DMIS ID Table*
- *FCC Master Table*
- *Standard Documentation Code* Table

11.3.6 Personnel Tables

The Personnel Tables category contains tables that determine the personnel business rules and master code tables. This category includes the following tables:

- *Occupation Code Table*
- *Personnel Category Table*
- *Skill Type/Skill Type Suffix Table*

11.3.7 Security

The Security category contains the Security Breach Report. The Security Breach Report shows when users logged on or off EAS IV and shows changes to the rights of a user or a user group. This report satisfies C2 level security requirements.

11.3.8 Site-Specific Tables

The Site-Specific Tables category contains the modifiable tables and the site-specific data used in EAS IV. This category includes the following tables:

- *ASD Data Set/Allocation Table*
- *ASD Table*
- *DRG Special Program Expense Table*

- *MFI Table*

- *MTF Data Set Table*

- *Service Unit Table*

- *User-Defined Table*

11.3.9 Standard Reports

The Standard Reports category includes the following Reports:

- *ADM Accepted Report by Date and FCC*

- *ADM Percentage Completed Report*

- *ADM Summary Report by Calendar Year/Month*

- *Allocation Summary Report for A, B, C, F, and G Accounts*

- *Allocation Summary Report for D, E, and Cost Pool Accounts*

- *Ambulatory Expense Analysis Report*

- *Ancillary Expense Analysis Report*

- *Cost Table Report*

- *Cost per Ambulatory CPT by DMIS and APV w/o ANC*

- *Cost per Ambulatory CPT by DMIS and Total Visits w/o ANC*

- *Cost per Ambulatory CPT by DMIS/FCC and APV w/o ANC*

- *Cost per Ambulatory CPT by DMIS/FCC and Total Visits w/o ANC*

- *DRG Accepted Report*

- *DRG by FCC Report*

- *DRG MTF Cost Report*

- *Data Set Accepted Report*

- *Dental Expense Analysis Report*

- *Direct Expense Accepted by RC/CC Report (Air Force)*

- *Direct Expense Accepted Report*

- *Enrollment Accepted Report*

- *Inpatient Expense Analysis Report*

- *Inpatient Nursing Fees Report*

- *Patient Acuity Accepted Report*

- *Post-allocation Fixed and Variable Expense Report*

- *Pre-allocation Fixed and Variable Expense Report*

- *Personnel Accepted Report*

- *Personnel Detail Report*

- *Program Element Code Expense Reconciliation Report*

- *Program Element Code Obligation Reconciliation Report*

- *Respiratory Therapy/Pulmonary Function Accepted Report*

- *User-Defined Exception Report*

11.3.10   System Interfaces

The System Interfaces category contains the Reports generated in System Interfaces. This category includes the following Reports:

- *CHCS Miscellaneous Data Report*

- *Financial Pure Data Report*

- *Personnel Pure Data Report*

11.3.11   Table Maintenance Audits

The Table Maintenance Audits category contains the Reports that show data changed on modifiable tables. This category includes the following Reports:

- *ASD Data Set Table Audit Report*

- *ASD Table Audit Report*

- *DRG Special Program Expense Table Audit Report*

- *MFI Table Audit Report*

- *MTF Data Set Table Audit Report*

- *SUEE Table Audit Report*

- *User-Defined Table Audit Report*

11.3.12   Workload Tables

The Workload Tables category contains tables that determine the workload business rules and master code tables. This category includes the following tables:

- *BCC Table*

- *CPT Table*

- *Dental Procedures Table*

- *Respiratory Therapy*/Pulmonary Function Procedure Codes Table

11.4 Viewing and Printing a Report

To view a report to see how data is processed in EAS IV or to print a report to keep for your records, you may find it useful to have a printed copy of the tables that determine the business rules and master code tables.

To view and print a report, complete the following steps:

1. In the "EAS IV Main Menu" toolbar, highlight **Reports**, click **Reports**.

2. In the "Reports" window, click the **plus (+)** sign next to a report category.

3. Under the "Report Category", select a **report**.

4. Double click the **selected report**.

NOTE: This step launches BusinessObjects and this may take several minutes.

---

5. If in the "BusinessObjects" window, data does not appear or the data needs to be updated, complete the following:

   a. Click the **Refresh toolbar** button.

   b. In the "Enter Values" or "Select Values" window, enter the **required values**.

NOTE: Clicking **Values** enables you to choose available values in the field in which the cursor is located. Update the available values by clicking **Refresh**.

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   c. Click **OK**.

   d. View the information.

6. If in the "BusinessObjects" window, data appears or does not need to be updated, view the information.

7. Click the **Print toolbar** button.

8. On the "File" menu, click **Exit**.

9. If you want to save the report, in the "BusinessObjects" window, click **Yes**.

NOTE: Saving may permanently alter the report.

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10. If you do not want to save the report, in the "BusinessObjects" window, click **No**.

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12 Transmissions

12.1 Introduction

After data for one month has been processed, the data must be transmitted to the EAS IV Central Repository to be consolidated with data from the other Services.

12.2 In this Section

This section includes the following:

- Transmitting EAS IV Data
- Viewing a Transmission Job
- Viewing Transmission History
- Re-Transmitting a Transmission Job

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12.3 Transmitting EAS IV Data

Data for a month are transmitted to the EAS IV Central Repository after the data have been successfully allocated. The EAS IV Central Repository stores the data from all three Services and compiles reports.

12.4 Viewing a Transmission Job

Table 12-1. Definitions

Status	Description
If a transmission job has a status of <u>Processing</u>	The data is being transmitted.
If a transmission job has a status of <u>Process Locked</u>	The data cannot be transmitted due to a process lock. When the process lock is removed, the data will be transmitted.
If a transmission job has a status of <u>Failed</u>	The data could not be transmitted. Refer to Transmitting Job in Section 13.7 Re-Transmitting a Transmission Job for more information on re-transmit failed transmissions.

You may need to view a transmission job to determine the status of the job. To view a transmission job, complete the following steps:

1. In the "EAS IV 3.1 Main Menu", highlight **Transmission**.
2. Click **Current Jobs**.
3. In the "Transmissions - Current Transmission Jobs" window, in the list, select **a transmission job**.
4. View the data.

12.5 Viewing Transmission History

Viewing transmission history enables you to determine when a transmission job was successfully transmitted.

You may need to view transmission history to determine when an allocation job was transmitted.

To view transmission history, complete the following steps:

1. In the "EAS IV 3.1 Main Menu", highlight **Transmission**.
2. Click **Transmission History**.
3. View the data.

12.6 Re-Transmitting a Transmission Job

A successful transmission job may need to be re-transmitted for a variety of reasons. For example, the EAS IV Server may not have properly received the data or the data may be corrupted.

You need to re-transmit a transmission job if the EAS IV Server cannot use the successfully transmitted data.

To re-transmit a transmission job, complete the following steps:

4. In the "Transmissions - Current Transmission Jobs" window, in the list, select a **transmission job**.

5. Click **Re-Transmit**.

6. Click **OK**.

NOTE: This will transmit the data immediately.

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APPENDIX A – ACRONYMS, ABBREVIATIONS, ACRONYMS, AND TERMS

ADA	American Dental Association
ADM	Ambulatory Data Module
AIS	Automated Information System
ASD	Account Subset Definition
ASN	Assignment Sequence Number
BCC	Beneficiary Category Code
BS/L	Basic Symbol/Language
CHCS	Composite Health Care System
CONUS	Continental United States
CPT	Current Procedures Table
CPT	Current Procedural Terminology
DMHRSi	Defense Medical Human Resource System Internet
DMIS ID	Defense Medical Information System Identification Code
DTF	Dental Treatment Facility
DRG	Diagnosed-Related Group
EAS III	Expense Assignment System, Version III
EAS IV	Expense Assignment System, Version IV
ECU	Error Correction Unit
FCC	Functional Cost Code
FTE	Full-Time Equivalent
MEPRS	Medical Expense and Performance Reporting System
MEPRS/EASIV	Medical Expense and Performance Reporting System/ Expense Assignment System, Version IV
MFI	Medical Facility Identifiable

MHS	Military Health System
MICROBAS	Microbased Budget Automated System
MTF	Medical Treatment Facility
OBD	Occupied Bed Day
OCONUS	Outside the Continental United States
PCC	Patient Category Code
PCS GSG	Park City Solutions Government Services Group
PEC	Program Element Code
POC	Point-of-Contact
RBRVS	Resource Based Relative Value Scale
RC/CC	Responsibility Center/Cost Center
RMO	Resource Management Office
RVU	Relative Value Unit
SEEC	Standard Expense Element Codes
SOF	Source of Funds
SPMS	Standard Personnel Management Systems
STANFINS	Standard Finance Systems
STARS/FL	Standard Accounting Reporting System/Field Lead
SUEE	Service-Unique Expense Element
TMA	Tri-Service Management Activity
UCAPERS	Uniformed Chart of Accounts Personnel System
UDA	User Defined Adjustment
UDC	User Defined Correction
UDT	User Defined Table

WMSN   Workload Management System for Nursing

YTD   Year-to-Date